

Job Posting

Library Assistant - Alexander Doyle Public Library (Mabou)



Eastern Counties Regional Library is looking for someone who enjoys helping people and has excellent computer and communication skills to work part-time (24 hours bi-weekly) for a term position (August 2025-January 2027) at the Alexander Doyle Public Library in Mabou.

The regularly scheduled hours of work for this position are Monday-Tuesday from 9:15am-12:30pm and 1:30pm-4:15pm.

Duties to include (but not limited to):

- Responsible for offering equal services to everyone in a welcome and inclusive environment.
- Responsible for the circulation of library materials with special attention paid to maintaining the privacy of library users.
- Responsible for administrative tasks including communicating branch supply requests, operating a payment system, recording and reporting of statistics, shelving and maintaining order of the library collection, and more.
- Responsible for communicating with the public about library services and branch-specific information.
- Responsible for planning and carrying out programming for children and adults (e.g., story times, author readings, technology lessons).

Notable Physical and Mental Demands

Physical demands:

- Lifting and moving items weighing up to 9kg/20lbs
- Frequently required to walk, bend, push, reach, turn, and lift (e.g., pushing book carts, unloading and loading mail bags and bins, etc)
- Long periods of time spent sitting and looking at a computer monitor

Mental demands:

- Thorough attention to detail and accuracy required in all work
- Required to maintain focus in a shared work environment

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- Continuous learning and retention of information and skills required to provide library services, including maintaining up-to-date knowledge of current policies, procedures, services, collections, and digital resources

Skills and Competencies Required

Branch Library Assistants must possess and demonstrate the following skills and competencies:

- The ability to communicate and report honestly and reliably, exercising sound judgement in bringing concerns and training needs to the attention of supervisor.
- The ability to work independently with minimal supervision, using excellent reading comprehension to find direction in the provided documented instruction.
- The ability to organize workload efficiently with close attention to detail.
- The ability and commitment to uphold a strict level of privacy and confidentiality.
- The ability and commitment to foster a space where all people, regardless of gender identity, gender expression, sexual orientation, disability, physical appearance, race, or religion are accepted and respected.
- A service oriented and professional attitude in all interactions with library users and other library staff.

Assets

- Post-secondary education preferred.
- Customer service experience an asset.
- Library experience or Library diploma an asset.
- Cultural knowledge or lived experience an asset.

Further information

Job ad posted: July 14, 2025

Application Deadline: July 29, 2025

Wage: \$19.20/hr

Job Classification: Branch Library Assistant

Position Type: Part-time, Term (August 2025- January 2027)

Reports to: Director, Communications and Engagement

If interested in applying for this position, please send a cover letter stating your qualifications and interest in the position with a resume and three work references to:

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Michelle Greencorn, Director, Communications and Engagement
Eastern Counties Regional Library

Email: jobs@ecrl.ca

Please note:

- Eastern Counties Regional Library is an equal opportunity employer. If you need assistance or an accommodation due to a disability, you may contact us at jobs@ecrl.ca.
- Only those applicants who are shortlisted for an interview will be contacted.
- Eastern Counties Regional Library reserves the right to withdraw the competition if a suitable candidate cannot be found.