

Job Posting

Regional Library Assistant – Shipping and Receiving (Mulgrave)
Part-time, Term



Eastern Counties Regional Library (ECRL) is looking for someone who enjoys helping people and has excellent computer and communication skills to work part-time (42 hours bi-weekly) at our Regional Office in Mulgrave. This position is a 7-month term ending March 27, 2026.

The regularly scheduled hours of work for this position are Tuesday, Wednesday, and Thursday from 8:30am-4:30pm.

Duties to include (but not limited to):

- Responsible for processing, shelving, sorting, preparing, packing, shipping, receiving, and handling library materials, including but not limited to:
 - Preparing items for shipment via ECRL deliveries, Canada Post, and courier services (e.g., generating and printing postage labels using a computer application, sorting and distributing materials, etc)
 - Packing and unpacking materials (e.g., letter mail, mail bags, boxes, bins) and weighing, sorting and shelving each item appropriately
 - Transporting a high volume of materials to and from the Mulgrave Post Office
- Responsible for providing back-up for ECRL Delivery services, which involves safely and efficiently transporting library materials, supplies, and equipment to and from library locations across ECRL's geographic region (covering Inverness, Richmond, and Guysborough counties) following pre-determined routes.
- Responsible for providing basic collection maintenance (e.g., deleting library materials from the collection, then preparing, sorting, and/or packing materials for the ECRL booksale or for disposal at a waste management facility)
- Responsible for safely providing basic maintenance, minor repairs, furniture assembly and installation (e.g., desks, office chairs, shelving units, etc) per manufacturers instructions)
- Responsible for offering equal treatment and services to everyone (staff and the public) in a welcome and inclusive environment

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Notable Physical and Mental Demands

- Must be able to repeatedly lift and move boxes and other materials weighing up to 18kg/40lbs utilizing safe lifting techniques. A significant amount of mobility, strength, flexibility, and coordination is needed to perform duties such as shelving, packing/unpacking, and preparing boxes. This position requires the employee to frequently walk, bend, push, reach, turn, and lift (e.g., pushing book carts, unloading and loading mail bags and bins, etc)
- Must be able to maintain excellent motor co-ordination and manual dexterity in order to manipulate controls in response to visual stimuli when operating levers, pedals, steering wheels and other controls when driving. Must be able to maintain concentration and safe driving practices throughout long periods of time spent sitting in a static position
- Must be able to make informed decisions and apply established procedures in a timely manner, with an understanding of when to defer to a supervisor's judgement
- Must be able to learn, remember, and demonstrate understanding of new instruction and procedures
- Continuous learning and retention of information and skills needed to perform job duties, including maintaining up-to-date knowledge of current policies, procedures, services, and collections is required

Skills and Competencies Required

The Regional Library Assistant – Shipping and Receiving (part-time) must possess and demonstrate the following:

- The ability to learn, remember, and adhere to assigned routes, schedules, safety procedures, and abide by the Motor Vehicle Act and its associated regulations
- 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 remote supervision, using documented instruction and good judgement when needed
- 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

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- A service oriented and professional attitude in all interactions with library users and other library staff

Experience and Education Required

- Must be an experienced driver with a valid Nova Scotia driver's license and a clean driving abstract for 5 years. Delivery driving/courier experience, and/or knowledge of vehicle maintenance considered an asset.
- A Highschool diploma or equivalent
- A successful Criminal Records Check and Vulnerable Sector Check
- Must be legally entitled to work in Canada

Further information

Job ad posted: July 24, 2025

Application Deadline: August 14, 2025

Wage: \$20.32/hr

Number of hours bi-weekly: 42

Position Type: Part-time term ending March 27, 2026

Job Classification: Branch Library Assistant

Reports to: Director, Collections and Technology

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:

Amanda Campbell, Director, Collections and Technology

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.
- The successful candidate must be available to work the regularly scheduled hours listed in this job description.