

Wood Buffalo Regional Library



COMMUNITY SERVICE ASSISTANT
REPORTS TO: COMMUNITY SERVICES MANAGER

POSITION TYPE AND HOURS

The Wood Buffalo Regional Library is seeking a Community Services Assistant to join the Community Services team. This is a permanent part time position working 10 - 20 hours per week, including days, evenings and weekends. This position is within the CUPE 2157-01 Bargaining Unit.

ROLE FOCUS

Assist Community Services with implementing pre-planned programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure compliance with all Library policies and procedures
- Raise awareness of relevant WBRL services, sources and resources within the community
- Deliver programs, both individually and as a member of a collaborative team
- Assist with community events on behalf of the Library

EXPERIENCE AND KNOWLEDGE

- Experience planning and presenting programs in a public setting
- Knowledge of recreational and educational needs of all levels of patrons; including knowledge of community interests, trends, and resources
- Knowledge of FOIP and the ability to interpret FOIP

EDUCATION AND TRAINING

- High School diploma supplemented by post-secondary coursework in business administration considered an asset

COMPETENCIES

CORE

Communication
Customer Service
Organizational Awareness
Integrity
Confidentiality

DEPARTMENT

Team Work
Programming
Organizational Skills
Patron Awareness & Instruction
Interpersonal Skills
Builds Collaborative Relationships

POSITION

Community Awareness
Motivated

TECHNICAL

Leveraging Technology
Proficient with MS Office, Internet and Databases

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PHYSICAL, SAFETY AND OTHER REQUIREMENTS

- Able to work flexible schedules, including evenings and weekends
- Standard First Aid Safety Certification
- Performs a wide range of physical motions, which may include routine and repetitive bending, reaching, pushing, moving and carrying library materials. Must have sufficient strength to repeatedly move or lift material weighing between 1 and 10 pounds and push material, such book carts and bins, weighing excess of 50 pounds
- Required to provide a Vulnerable Sector Criminal Record Check conducted by the RCMP

SCHEDULE

Must be available to work days, evenings and weekends as per Library operational needs.

- Monday to Friday: Between 8:30 am to 9:15 pm
- Saturday and Sunday: Between 8:30 am to 5:15 pm

HOURLY RATE

\$27.83 per hour

In addition to the rate of pay, we offer 6% vacation pay on bi-weekly

CLOSING DATE

April 3, 2019

POSTING TYPE

Internal & External (Posted March 21, 2019)

If you would like to apply for this position please forward your résumé, cover letter and three (3) references to the below contact. No phone calls, please. Please use "05 - Community Services Assistant" in the subject line.

Send application to workwithus@wbrl.ca

We appreciate the interest of all applicants; however, only those individuals selected for interviews will be contacted.

In the event that there are no qualified applicants, the Wood Buffalo Regional Library may, at its discretion, waive all or part of the education or experience requirements.