



## Library Assistant – Part-Time, CUPE

<b>Department:</b>	Library
<b>Status:</b>	Part-time, CUPE
<b>Number of Positions:</b>	1
<b>Date Posted:</b>	April 15, 2026
<b>Date Closing:</b>	<b>April 29, 2026, 4:00pm</b>
<b>Scheduled hours/shifts:</b>	Up to 24 hours per week
<b>Salary:</b>	\$33,261 (Grade 6, Step 1 – 2025 Grid)
<b>Vacancy Reason:</b>	Replacement

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### Position Purpose:

This position is responsible for the provision of reader's advisory and information services according to the Library's objectives, the execution of programs for all ages, and overseeing the operations of the library at times when there is no other senior staff on duty as the PIC (Person in Charge).

The Library Assistant works within the team to ensure the strategic goals of Stouffville Library are met.

### Qualifications and Requirements:

- Library & Information Technician Diploma, or completion of 3-year university degree with library training and current Vulnerable Sector Screening.
- Minimum of one year's experience in the delivery of programs, ideally in a public library. Experience with STEAM and STEM programming an asset.

### Duties and Responsibilities:

- Provides pro-active customer and information services. Provides reference and reader advisory services, virtual services support, directional, and technology related support.
- Assists clients with problems relating to technology, including but not limited to, assistance with mobile phones, tablets, and e-readers.
- Maintains accurate program statistics; evaluates outcomes and submits a monthly report with findings to the Coordinator.
- Champions Library initiatives to the public such as Summer Reading Club, Truth and Reconciliation, Ontario Public Library week, etc.
- Develops, conducts, and evaluates programs for all ages.
- Performs service desk and roving duties. Works evenings and weekends as scheduled.
- Monitors supplies and advises co-ordinator when restocking is required.
- Conducts outreach involving travel within the community to schools, daycares, festivals, etc.
- May assist with maintaining web content, social media posts, and print marketing tasks.
- Participates in staff meetings and training opportunities as appropriate.
- Participates in the Library's Health and Safety program and complies with all Ontario laws related to accessibility (AODA) for clients with disabilities.

- Presides over the immediate effective and efficient operations of the library when more senior staff are not on duty (Person-in-Charge - PIC).
- Police record check or Vulnerable sector screening is required.
- Other duties as assigned.

**How to apply:**

Please apply through the Recruitment Site, [Town of Stouffville - Careers](#) and have your application submitted in confidence by **April 29, 2026 at 4:00pm.**

The Stouffville Library is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. We respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

**We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.**