



Library Assistant III - Children's Services

The Brandon Branch of the WMRL is seeking an individual to fill the role of Library Assistant III in the Children's Department of the Brandon Public Library. The successful candidate will work closely with the Programming and Outreach Librarian to plan, prepare, promote and facilitate programs for children and youth.

Hours:

Thursdays: 9:30 – 6:00 pm

Fridays: 9:30 – 6:00 pm

Saturdays: 9:30 – 6:00 pm* (once every other month, with the preceding Friday taken off in lieu)

QUALIFICATIONS:

- o Library technology certificate, or at least two years of relevant experience
- o Hands-on experience in planning and delivering programs for children and youth
- o Comfort working with all areas of the public, with an emphasis on children, youth, and families
- o Computer knowledge and proficiency including basic troubleshooting skills, and use of software applications and the Internet
- o Excellent oral and written communication skills; strong interpersonal skills
- o Organization and time management skills
- o Ability to work both independently and in a collaborative manner
- o Graphic design experience an asset

Interested applicants should email their cover letter and resume, including three references to Danielle Hubbard, Director of Library Services, at bdnpubliclibrary@gmail.com, by 9:00 pm on Wednesday, July 17, 2019.

