**Student Library Assistant**

*A world without limits in the heart of the community.* Stony Plain Public Library is seeking a customer-oriented and collaborative **Student Library Assistant** to join our team.

Preference will be given to students in grades 10-12 in the 2024/2025 school year. The position is usually 1-3 shifts per week and will include evenings and Saturdays during the school year. There is a possibility of picking up more hours during the summer. The hourly rate is $15/hr.

**Responsibilities:**

* Serve the public in person, over the phone, and online with circulation, account, information, readers’ advisory, and technology questions and issues.
* Assist with maintaining, circulating, and promoting library resources and collections.
* Promote library programs, collections, and services.
* Perform other duties as required.

**Requirements:**

* Ability to help patrons with technologies.
* Must possess excellent communication and customer service skills.
* Strong service orientation and professional demeanor.
* Community-focused work experience is an asset.
* Physical requirements include frequent standing, walking, bending, lifting library materials, and pushing and pulling book trucks.
* Ability to maintain discretion and confidentiality.
* Ability to contribute positively in a team environment.
* A commitment to upholding the Canadian Federation of Library Associations position statements on Intellectual Freedom and Diversity and Inclusion.

Please submit a cover letter and resume as a single Word or PDF document to [recruitment@mysppl.ca.](mailto:recruitment@mysppl.ca.) no later than 11:59pm on October 20th, 2024. We thank all applicants for their interest; however, only individuals selected for an interview will be contacted.

*Stony Plain Public Library acknowledges it is in Treaty 6 territory. We are all Treaty 6 people. From the Plains Cree, Woodland Cree, Beaver Cree, Saulteaux, Niisitapi (Blackfoot), Métis, and the Nakota Sioux who were the original People of the Lands. Now we live here, together, sharing the space.*