

**Public Services Assistant  
Children's Services and Programming  
28 hours / week**

The Public Services Assistant – Children's Services and Programming requires a flexible, enthusiastic and friendly person to plan, promote and deliver children's programs, services and collection development. This includes travelling to neighbouring communities to provide pre-school outreach programs, in house programs including Storytime and the Summer Reading Program. Experience working with First Nations communities is highly desirable. Duties will also include providing circulation and information services to all library members. This post includes working Saturdays and some evenings.

**Qualifications:**

- Minimum of a Community Librarian Training Program Certificate and/or equivalent work experience, 3 years of experience in public library work, including 2 years in a children's unit or a school library, or any equivalent combination of experience and training.
- Ability to communicate with the public effectively and to work harmoniously with all staff.
- Good planning and organizational skills.
- Excellent knowledge of children's books and other materials and an awareness of current trends in children's publishing.
- Ability to meet the physical demands of the positions (standing, lifting, etc.)
- Valid driver's license and vehicle
- Current Criminal Records Check

Please send cover letter and resume to:

Sechelt Public Library  
[info@secheltlibrary.ca](mailto:info@secheltlibrary.ca)

**Deadline : July 13, 2018**

