

DEPARTMENT:	Library	STATUS:	Auxiliary
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	*See below	SALARY:	\$29.49 – \$34.62 per hour plus 12% in lieu of all benefits

About New Westminster Public Library

The City of New Westminster is a socially, economically and culturally diverse community of approximately 82,000 residents. As a core civic service, New Westminster Public Library aims to engage, strengthen and connect the community by inspiring exploration, imagination, creativity and lifelong learning. We emphasize the development and delivery of innovative programs and services that reflect our commitment to the principles of social justice, diversity, equity, and inclusion, delivered through the lens of anti-racist and anti-oppressive practice. We are committed to reconciliation with our First Nations and urban indigenous community, constantly learning, evolving and adapting our practice to the changing needs of our community, seeking always to identify and remove barriers to service.

Who we are looking for:

You imagine yourself as someone who will grow into a career in librarianship focused on services to children and families. You are a student currently enrolled in a Master’s of Library, Archival and Information Studies program looking to gain hands-on experience through occasional work in our library. You are interested in learning about information services, collection management, programming (storytimes), and community outreach as it pertains specifically to children and youth, through the lens of anti-oppressive practice, with a focus on equity, diversity and inclusion. You are excited about working directly and in-person with customers of all ages from diverse backgrounds, either one on one, through program delivery, public presentations and outreach visits to different community spaces and places.

Duties may include:

- Assisting customers at the library’s Children and Youth services desk.
- Providing reader’s advisory to a variety of readers of all ages.
- Assisting customers to access and use a variety of library-related online resources and technology.
- Assisting with outreach, events, and regular summer programming.
- Assisting with collection management tasks, including the selection of new materials and reviewing existing collections.
- Other related tasks as needed.

Details (hours of work):

- This is a temporary, auxiliary position.
- The student librarian could typically work between 4-8 hours or more per week, to be scheduled in accordance with the incumbent’s class schedule, availability and library need.
- The position would ideally start the week of June 15 and work until September 1st, as needed.

Required Qualifications:

- Currently enrolled in a Masters of Library and Information Studies program.
- Completion of or currently enrolled in courses related to literature for children/young adults and/or current principles and practices related to early literacy.
- Customer-service experience in a retail or other direct-service environment.
- Enthusiasm for public service work and the ability to communicate with empathy.
- Comfortable with public speaking, and eager to develop knowledge and skills related to children and youth programming specifically, and library services generally.
- Must be legally qualified to work in Canada.
- The successful candidate is required to successfully pass and maintain a clear Police Information Check.

Equity Statement:

To support a workforce that reflects the diversity of our community women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce are encouraged to express their interest.

Application Instructions (please read carefully):

Apply by sending your cover letter and resume **together in one PDF document** at www.newwestcity.ca/employment by **Sunday, April 7th, 2024**

In your **cover letter** please provide:

- A brief description about your library career interests.
- A description detailing the aspects of this position that are of specific interest to you, and how these would contribute to your career aspirations.
- A general indication of how your previous work (paid/volunteer), course work and/or lived experiences have prepared you for this opportunity.
- A brief indication of your availability (including weekday evenings and weekends)
- The best way to contact you (email, phone).

In your **resume** please provide:

- A brief list of your education to date, including the name of the institution, and any degree/diploma/certificates being taken, or earned. *If you have not yet completed a program, provide a brief list of courses you have taken.*
- A list of past employers/volunteer organizations you have worked for, including the name and location (city or town) of the organization, the title of the position you held, the dates you were there, and a brief description of your duties/responsibilities.
- The names, current email and telephone contact information for three references.

Recruitment Process:

- All applications will be reviewed beginning April 9th.
- Those selected for an interview will be contacted directly.
- Interviews will be conducted in-person at the New Westminster Public Library, led by the Manager of Community Programs and Engagement, as well as two staff from the Children and Family services Department.
- Interview questions will be submitted in advance of the interview.
- Results of interviews will be reviewed and a candidate will be selected for the position.
- Following successful completion of a criminal record check, and a signed letter of offer, the successful candidate would begin sometime after June 17th, 2024 as the incumbent's schedule allows.

NOTE: Persons with disabilities who anticipate needing accommodation(s) for any part of the application process may contact, in confidence ckoth@nwpl.ca

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New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.