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TOWNSHIP OF UXBRIDGE PUBLIC LIBRARY

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The Township of Uxbridge Public Library is looking for **Part-Time Library Assistant(s)** (2 Positions Available)

DATE: May 14, 2026

POSITION: Library Assistant

The Township of Uxbridge Public Library is seeking friendly, organized, and detail-oriented individuals for the position of **Part-Time Library Assistant** to support daily library operations, assist patrons, and help maintain library materials and spaces.

Under the direction of the Library Manager, the Library Assistant provides circulation and information services in both the Adult and Children's Departments. Successful candidates must be available to work evenings and weekends on a regular basis. Occasional shifts at the Zephyr Branch may also be required.

HOURS: Variable, between 7 and 28 hours per week.
Availability on **Tuesday and Thursday evenings, as well as weekends, is essential.**

RATE OF PAY: \$26.00 to \$30.41 per hour

APPLICATION DEADLINE: June 12, 2026

Please submit a cover letter and resume either in person at the library or by email to:
corrinne.morrison@uxlib.com

QUALIFICATIONS:

- Grade 12 diploma required.
- Library and Information Technician Diploma (or equivalent) considered an asset.
- Proven experience providing exceptional customer service.
- Demonstrated ability to work effectively as part of a team.
- Technical proficiency with Libby, social media platforms, Microsoft Word, Excel, and Publisher considered an asset.
- Knowledge of an Integrated Library System (ILS), such as Insignia, is highly desirable.
- Previous public library experience preferred.

KEY RESPONSIBILITIES:

This position includes but is not limited to the following responsibilities.

- Providing excellent customer service to members of the public.
- Performing circulation duties, including checking materials in and out, shelving items, and processing holds and reservations.
- Assisting patrons and staff in person, by telephone, and through digital services.
- Supporting patrons in accessing library resources and services both in the library and remotely.
- Promoting and supporting library programs, services, and initiatives.
- Providing Readers' Advisory services and assisting patrons in locating materials that match their reading, listening, or viewing interests.
- Assisting with collection maintenance, including recommendations, selection, and deselection of materials as assigned.
- Adhering to all Occupational Health and Safety Act requirements, library policies, and applicable legislation and regulations.

We thank all applicants for their interest; however, incomplete applications and applications received after **June 12, 2026** will not be considered. Only candidates selected for an interview will be contacted.

References and a current police check will be required from the successful candidate.

The Uxbridge Public Library is an Equal Opportunity Employer committed to an inclusive and barrier-free recruitment and selection process. The library values diversity, equity, and inclusion within both its organization and the community it serves. We welcome and encourage applications from Indigenous Peoples, people of colour, women, persons with disabilities, members of 2SLGBTQI+ communities, and individuals from diverse backgrounds.

Accommodation will be provided throughout the recruitment, selection, and assessment process in accordance with the Ontario Human Rights Code upon request.

These commitments also apply to Board and Committee recruitment and selection processes.

Personal information is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.