



Employment Opportunity

Shelving Assistant

We're looking for a part-time (4 to 7 hours per week) Shelving Assistant who is available to work flexible hours. This position hourly rate for this position is \$17.60.

Responsibilities:

- Shelving materials.
- Locating requested items.
- Packaging materials for interlibrary loan.
- Performing other tasks as required (eg. helping customers use the lift).

Qualifications:

- Ability to understand and follow instructions in English.
- Detail-oriented.
- Knowledge of the Dewey Decimal System is an asset.
- Ability to learn routine library procedures is essential.
- Physically capable of lifting boxes, pushing shelving carts, and shelving materials on low and high shelving.
- Willingness to obtain Vulnerable Sector Check.

To apply:

Please email cover letter and resume to Amanda Foster, CEO (afoster@smithsfallslibrary.ca) before January 13, 2026.