

JOB POSTING



Position Title: Library Assistant III – IT and Programming
Job Classification: Full Time (37.5 hours per week)
Schedule is Tuesday through Saturday, daily shift timings may vary, and will include regular evenings
Location: Swift Current Branch Library (411 Herbert St E, Swift Current SK)
Preferred Start Date: August 4th 2026
Rate of Pay: \$20.00 per hour
For Sunday hours worked \$1 per hour shift premium

Application Closing date: July 15th, 2026 at 5:00pm

Job Description:

A Full Time Library Assistant III – IT and Programming is responsible for providing library services to the community they serve through the direction of Chinook Regional Library Headquarters and under the guidance of the Swift Current Branch Library's Branch Manager. The Library Assistant 3 – IT and Programming is responsible for creating, promoting and implementing educational and entertaining programs, as well as being involved with IT projects and needs branch wide. This position will include working regular evenings and weekends.

Position duties include but are not limited to:

- Plans, prepares and leads educational, engaging, and entertaining programs for all ages of patrons, with a special focus on children's programs
- Administrative work, such as: seeking quotes for performers, budgeting for projects, reporting on projects, grant writing and follow up reports, etc.
- Planning and leading outreach programs, for both children and adults
- Provide support to programs being led by assigned staff members
- Branch website and social media maintenance and development, including updating of information and current programs
- Operates 3D printer (and related equipment) and guides patrons on how to create successful designs
- Provides technical support and troubleshooting to Swift Current Branch staff and patrons in the usage of library's eResources, including Libby (OverDrive)
- Assist patrons and staff with LEAP
- Support of day to day library operational duties including but not limited to serving patrons at the front desk, checking in materials, shelving, pulling books for pick-list, tracking stats, and assisting patrons to locate or order books, opening and closing responsibilities, etc.
- Other duties as required

Qualifications

- Grade 12 or equivalent; Library Technician diploma considered an asset
- Excellent communication and interpersonal skills
- Excellent organization and multitasking skills
- Excellent customer services skills
- Computer skills including web page development and maintenance, social media page and posts development and maintenance; experience using 3D printer and related equipment an asset
- Familiarity with the Chinook Regional Library website and LEAP an asset
- Understanding and appreciation of the philosophy of public library service to people of different ages and cultural backgrounds

- Able to stand for periods of time, able to bend and shelve books, able to move library furniture as needed, able to lift boxes of books up to 22 kg.
- Able to work with direct supervision as well as minimum supervision
- Library work experience an asset, including an interest in public library programming
- Experience working with children and vulnerable populations

Successful applicants will be required to obtain a clear RCMP Criminal Record & Vulnerable Sector Check; it is a condition of employment. Please apply in writing, via email, with resume and cover letter outlining your qualifications and experience:

Swift Current Branch Library

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Swift Current, SK S9H 1M5

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