



Posting ID	05-2025
Posting Type	Internal & External
Posting Date	June 4, 2025
Closing Date	June 17, 2025
Number of Openings	1

Courier and Homebound Assistant (Permanent, Full Time)

Wood Buffalo Regional Library (WBRL) is seeking a Courier and Homebound Assistant to join our team!

Key Responsibilities and Duties:

- Maintain excellent service standards.
- Endorse the mission, vision, and values of WBRL, including a commitment to universal access to information, intellectual freedom, and inclusion.
- Perform courier tasks, including, but not limited to, picking up and dropping off materials and supplies at locations throughout the community, emptying community return bins, and packing and unpacking library materials.
- Organize WBRL homebound service, including but not limited to, providing reference and reader's advisory service, selecting materials, and delivering and picking up materials from patron residences.
- Assist with material donations and organize the sale shelf, as directed by the Pages and Courier Supervisor.
- Tidy and clean library space; sort, organize, and shelve material; shelf read and ensure material is in proper place; shift material and collections as directed.
- Support the Library Resources department and other library departments as requested.

This position requires travel throughout Fort McMurray.

The Courier and Homebound Assistant works collaboratively with colleagues and is dedicated to meeting WBRL's service goals.

Education and Experience Qualifications

Required:

- A high school diploma.

Considered an asset:

- Recent experience working in a library.
- Standard First Aid Certification.

Knowledge and Abilities

The successful candidate must demonstrate:

- Commitment to customer service excellence.
- Knowledge of the Dewey Decimal System and public library organization.
- Knowledge of and ability to use technology including but not limited to computers and mobile devices, databases, software (e.g. Microsoft Office and Google Docs), operating systems, online applications, electronic resources, digital library services, and social media.
- Excellent communication and interpersonal skills, including presentation skills.
- Strong work ethic and level of personal accountability. Ability to be reliable.

- Ability to prioritize tasks.
- Desire to learn, ongoing commitment to acquiring new knowledge and skills.
- Ability to identify and solve routine problems and facilitate appropriate resolutions.
- Ability to work productively and positively on a team.
- Ability to adapt in a dynamic work environment.
- Ability to use statistics and advanced knowledge of community needs to guide decisions.
- Commitment to creative solutions.

Physical Requirements

- Ability to perform a range of physical motions, including routine and repetitive bending, pushing, moving, and carrying library materials.
- Carrying and lifting up to 35 pounds.
- Successful completion of pre-employment fitness test.

Other Requirements

- A current, acceptable Vulnerable Sector Check conducted by the RCMP.
- A Class 5 Driver's License and a current, clean Driver's Abstract.
- Ability to drive WBRL vehicles.
- Ability to drive and work in all weather conditions.

To view the full job description, please email workwithus@wbrl.ca.

Schedule	35 hours a week. Available to work during office hours, Monday to Friday between 8 am and 5pm, and occasional evening and weekend work as required.
Hourly Rate	\$28.53 per hour. In addition to the rate of pay, we offer other attractive incentives including an extensive benefits plan and a cost-of-living allowance (\$480 biweekly).
Union	CUPE 2157-01
Reports to	Page and Courier Supervisor, Library Resources Department

If you would like to apply for this position, please send your resume and cover letter to workwithus@wbrl.ca. Please include **Courier** in the subject line. We appreciate the interest of all applicants. Only those individuals selected for interviews will be contacted.

In the event there are no qualified applicants, WBRL may, at its discretion, waive all or part of the education or experience requirements.