



Category	Library Services
Job Type	Temporary Part-Time
Temporary End Date	May 8, 2027, or until the return of incumbent
Posting Type	Internal
Work Location	Central Branch, Victoria, BC
Hours per Week	28
Salary Range (per hour)	\$32.52 to \$34.36 (Pay Band 5)
Union Membership	This is a Union Position (CUPE 410)

DESCRIPTION

✓ Do you excel in offering excellent customer service and have the desire to support your local community in literacy?

✓ Are you a great problem solver and eager to be a front-line ambassador of the library?

Role

This unionized role provides excellent customer service to library users, registers library users and provides basic general information for new and renewing borrowers, answers circulation and directional questions and refers questions, processes materials from other libraries and institutions for shipping, shelves material, and pulls Holds for patrons. The Circulation Assistant has an active role on the floor of the branch that fosters and maintains a positive working relationship with the Branch Supervisor, library staff, the public, and other organizations.

Details

- Work schedule: Line 33

Tues	Wed	Thu	Sat
11:15 AM – 7:15 PM	10:15 AM – 6:15 PM	9:45 AM – 5:45 PM	10:15 AM – 6:15 PM

- Schedule is subject to change based on operational requirements.
- Evening and weekend work may be required.
- Please find a copy of the job description [here](#).
- The successful candidate is required to provide a satisfactory police information/background check for the vulnerable sector.

How to Apply

- Please follow the instructions on the [Careers](#) page at www.gvpl.ca.
- If you need to complete the Job Application Form, please use the link provided below:
 - Link: [2026-71 Circulation Assistant - Job Application Form](#)

Applicants must meet the required qualifications (education and experience, skills, knowledge, and ability) as noted in the job description, in order to be considered for a position.

It is the applicant's responsibility to clearly demonstrate in the application how their education and experience meet the qualifications as noted in the job description. The application should also include professional development taken to date.

Applicants should provide relevant work experience as noted in the job description.

Note: applicants may be required to submit verification of education.

Applicants may be asked to provide a demonstration of their skills and abilities in addition to an interview; details will be provided to applicants in advance to allow time for preparation.

Applications will be accepted until 12:00 p.m. Pacific Time on **Thursday, September 3, 2026**. Applications received after this date and time will not be considered. Only complete applications will be accepted.

We thank all applicants for their interest, and we will contact only those selected to move forward.