Officer – Reading, Learning & Community – 2 POSITIONS AVAILABLE
Permanent Part-time
Role 1 will be approximately 40-45 hours per fortnight. Hours will be confirmed at the interview stage
Role 2 will be approximately 55-65 hours per fortnight. Hours will be confirmed at the interview stage
Specific Engagement
Commencing early January 2027
Band 3 ($66,388 – $72,396) p.a. PRO RATA + Super
West Wollert Library

This position may include evening shift and/or weekend shifts

About Yarra Plenty Regional Library

As we continue to grow and enhance the services we provide to our community, we are seeking an enthusiastic and capable **Officer – Reading, Learning & Community** to join our team. We have 2 new part time positions available. This is an exciting opportunity to contribute to an organisation committed to delivering exceptional library services and positive community outcomes.

A new library will open in the yet-to-be-named community centre in West Wollert in early 2027. This vibrant new facility will be part of a community hub that also includes a Maternal and Child Health Centre, kindergarten, and flexible community spaces.

The library will offer a diverse collection of books and other resources for the community, along with public access computers and services such as printing, photocopying, and scanning. Designed as a welcoming space for learning, connection, and discovery, the library will provide opportunities for people of all ages to read, learn, work, and engage with their community.

About the Role

This is an exciting opportunity to help shape a library service that supports reading, learning and meaningful community connections.

What You'll Do

- Deliver outstanding customer service and support customers with library products, services and resources.
- Provide Readers' Advisory services and promote a love of reading.

- Assist with programs, promotions, displays and events that encourage community engagement.
- Undertake core library operations, including circulation and collection maintenance.
- Contribute to daily branch operations and support a positive, collaborative team culture.
- Deliver Storytimes as part of branch programming.

What You'll Bring

You are a passionate and customer-focused professional who enjoys connecting people with books, information and opportunities to learn.

To succeed in this role you will have:

- Excellent customer service and communication skills and experience.
- Strong knowledge of library services, collections and resources.
- A genuine enthusiasm for reading and Readers' Advisory.
- Sound technology skills, including Microsoft Office, email, internet and social media platforms.
- Strong attention to detail and experience maintaining library collections.
- Confidence managing challenging situations professionally, including Occupational Violence and Aggression incidents.
- The ability to build positive relationships with people from diverse backgrounds.

Most importantly, you are friendly, adaptable and committed to creating a welcoming and inclusive library experience for everyone.

***If this sounds like you, we'd love to hear from you*! APPLY NOW!**

How to apply

Before applying for this position, applicants should read the Position Description located on our website (https://www.yprl.vic.gov.au/about-the-library/work-with-yprl/current-vacancies/)

To submit an application for this role, please prepare a statement addressing the key selection criteria, along with your current Resume and apply via Seek.

This position will close on **Monday 23 November 2026 at 11.59pm.**

Interviews will take place as suitable candidates are identified.

For more information on the responsibilities of this role, please refer to the Position Description or contact the Branch Manager, Carly McMartin on cmcmartin@yprl.vic.gov.au or 9464 1864

Applicants must have permanent working rights in Australia to be considered for this position.

Appointment to this role is subject to a satisfactory National Police Record Check, and Employee Working with Children Check.