



Officer – Reading, Learning & Community – POSITION 275

Commencing mid July 2026 until 6 January 2027

Specific Engagement

Band 3 (\$36.4770 – 39.7780 per hour) + Super

Temporary Part Time

81 hours per 4 week roster

Ivanhoe Library

This position includes weekend shifts.

About the Role

Ivanhoe Library has an opportunity for a temporary part-time Officer – Reading, Learning & Community position to provide a high standard of service to customers.

The Officer - Reading, Learning & Community role is focused on delivering excellent library services and programs, supported by courteous, effective communication with all customers. You will provide timely assistance using a strong knowledge of library products and services.

You will maintain a high level of customer focus by responding to community needs, supporting promotions, displays, and events, and providing basic reference assistance to encourage library membership and use.

The position involves a range of library operations in a self-service environment, including circulation and collection maintenance duties.

You will contribute positively to the team by supporting daily branch operations, participating in planning, meetings, and training, and advocating for branch and regional development. Above all, you will help strengthen the library as a welcoming place for reading, learning, and community connection.

This position requires the delivery of Storytimes.

About You

- A customer-focused professional who delivers prompt, courteous service and has a strong understanding of library services, collections, and resources to support a diverse community.
- Passionate about reading and confident in providing Readers' Advisory, using strong knowledge and advisory skills to connect people with books and information they'll enjoy.
- Have strong attention to detail in shelving and collection maintenance and are comfortable using technology, including Microsoft Office, internet tools, email, and social media.
- Ability to provide inclusive, basic reference assistance and communicate effectively with both customers and colleagues to create a welcoming library environment.

Roster Details:

Please refer to our website (<https://www.yprl.vic.gov.au/about-the-library/work-with-yprl/current-vacancies/>) for further details relating to the rosters for this position.

Please note that these hours form part of a set roster and shifts are not able to be changed.

How to Apply

Before applying for this position, applicants should read the Position Description.

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

This position will close on **Sunday 5th July at 11.59pm.**

Interviews will be given to all eligible employees who fully meet and address the key selection criteria. Please note that if you do not satisfactorily meet the key selection criteria you may be excluded from interview.

Further Information

For more information on the responsibilities of this role, and for the selection criteria, please refer to the Position Description or Coralie Kouvelas on 9088 3445 or ckouvelas@ypvl.vic.gov.au

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