

Library Assistant

Location: Forster

Looking for more than just your next job?
Join a team that's helping shape the future of the MidCoast while enjoying the perfect balance of meaningful work and an exceptional lifestyle on the Barrington Coast. Here, your contribution matters - to your community, your team, and your own future.

The Opportunity

Do you enjoy helping people, connecting communities and creating welcoming spaces? Join MidCoast Council's Libraries team and help deliver friendly, inclusive and high-quality library services across our library network.

As a Library Assistant, you'll support the Branch Librarian with front-line customer service and day-to-day library operations. You'll work collaboratively with colleagues and volunteers to help customers access library resources, use technology, and take part in programs and events that encourage community participation.

In this role, you will:

- Deliver a welcoming, high-quality customer experience and provide customer service across the library network.
- Support library operations by working collaboratively with staff and volunteers to deliver a consistent, people-centred service.
- Help maintain safe, tidy and welcoming library spaces, including shelving, shelf-checking and maintaining library materials.

- Assist customers and volunteers to use library technologies, systems and applications, supporting their learning and skills development.
- Promote library services, programs and events to encourage community participation and positive engagement.
- Assist with maintaining library collections to meet the needs of local members and the wider community.
- Promote Council's services through a positive, enthusiastic and engaging approach, and build constructive relationships with colleagues and members of the public.
- Contribute to a collaborative, inclusive and customer-focused team culture, and support continuous improvement in library operations.

What you'll bring

- Demonstrated customer service skills and experience.
- The ability to work collaboratively with other teams and volunteers.
- An aptitude for providing reader advisory services and helping customers find suitable library resources.
- Good oral and written communication skills, including storytelling ability.
- An aptitude for providing basic technology assistance, along with experience using computers and standard PC software applications.
- A commitment to building positive relationships and providing inclusive, respectful service to people from diverse backgrounds.
- A current Class C Driver Licence and a valid Working with Children Check.

What we offer?

We are committed to the growth of our employees and have a range of benefits available to support wellbeing and career development. Click here to find out more.

Looking to relocate? From housing and transport to community connections and personalised support - discover a range of local services designed to make your move to the MidCoast region easier. Learn more here.

Salary: Commencing salary circa $54,800p.a. (pro rata) plus superannuation.

Location: This position will be based at our Forster Library in Forster Civic Centre at 4 Lake St, Forster. You may also be required to be based from other Council sites across

the MidCoast Council region.

Tenure: Permanent, Part Time (33 hours per week), with a requirement to work every second Saturday.

Closing date: Sunday, 22 November 2026 at 11:00 pm.

For questions relating to the position requirements please contact Yasmine English - Branch Librarian who is the hiring manager for this role. Yasmine can be reached on (02) 7955 7423 or at Yasmine.English@midcoast.nsw.gov.au.

For enquiries regarding the application process contact Kim Aird - Human Resources Officer who is the HR representative for this role. Kim can be reached on (02) 7955 7467 or at Kim.Aird@midcoast.nsw.gov.au.

How to apply:

- When responding to the questions below, please include detailed and relevant examples of your skills and experience. Using the STAR method can help you prepare clear and concise responses using real-life examples. For more information regarding the STAR method, please click on this link.
- Please avoid using AI to generate responses to answer the questions in your application.
- You have the option to save your application prior to submitting, however please ensure you don't forget to submit your application before the closing date.
- Click the "NEXT" button at the bottom of the application form to attach your resume. We recommend using Pdf formatting where possible.
- Attaching a Cover Letter is not a requirement of the application process. However, there is an 'optional field' to attach a Cover Letter, if you wish to do so.
- We will be in touch via email.

Our organisation

At MidCoast Council our people are our most important resource and we believe that we can only reach our full potential when you reach yours. This is the place for those who seek to play a role in the community and have an enthusiasm to learn and grow. Here you can make a real difference.

Our community is our customer and is at the centre of everything we do. We value, support and empower our people to deliver positive results for our community.

Right now, we are investing heavily in our organisation, and our people. Our Administration Centre is a state-of-the-art facility designed to inspire innovation, creativity and collaboration. The building has been named 'Yalawanyi Ganya' which means "sitting/meeting place" in the Gathang language of the indigenous people across the MidCoast Region.

About the MidCoast Region

From lakes and estuaries to white sandy beaches to world heritage mountain wilderness, the MidCoast region offers an attractive lifestyle for everyone. Our community is characterised by its welcoming attitude, growing economy and natural beauty. These are the pillars of the quality of life we value.

Our commitment

At MidCoast Council we are committed to providing equal employment opportunities. Our aim is to provide all of our staff with an inclusive, safe and healthy working environment. We never discriminate on the basis of race, religion, national origin, gender identity or expression, sexual orientation, age or marital, veteran or disability status. If you have a disability and need to request any adjustments to assist with the application process, or to discuss workplace adjustments you may require, please contact the HR representative.

Council also recognises the skills and attributes of veterans and welcomes applications from ex-service personnel.

We respectfully ask that recruitment agencies do not contact us at this stage.