

HELP WANTED

Crossfield Municipal Library
1210 Railway Street



Jr. Library Clerk

The Crossfield Municipal Library is looking to fill one (1) Jr. Library Clerk Position:

Responsibilities

- * maintaining security of the building, contents, cash, and data.
- * processing materials borrowed and returned.
- * assisting library users, in person and over the phone, to find and use library materials and services.
- * help library users with the public Internet computer stations as required.
- * collect and record payments from library users.
- * other tasks that may be assigned by the Library Manager.

Qualifications:

- * Education - minimum of grade nine completed and age 15 is required.
- * Physical - This job involves frequent reaching, bending, standing and carrying.
- * Personal Qualities - Flexible attitude, initiative, imagination, neatness, good communication and organizational skills, desire and ability to work with volunteers and other staff.
- * A love of books and reading.

Employment Terms:

Employment start date is July 30, 2019

Hours: 10 to 11 hours per week, split into 3 shifts: 2 week nights and alternating Friday afternoons and Saturdays.

Minimum wage to start

Apply: Email resume and cover letter to admin@crossfieldlibrary.ca.

CLEARLY STATE THE POSITION YOU ARE APPLYING FOR!

Deadline for applications: July 19, 2019 at 5 p.m. Only applicants selected for interview will be contacted. This deadline may be extended if a suitable applicant is not found.