



Thorsby Municipal Library is hiring a flexible individual for a casual library clerk. This position will help assist patrons in accessing the library, work on programs, and be involved in all things library, including backup for regular library staff absences.

Position: casual library clerk/programmer.

Only candidates chosen for an interview will be contacted.

### **Requirements/skills**

- Bending and lifting
- Customer service and problem solving
- Digital fluency and technological knowledge an asset
- Interest in promoting and achieving the goals of the library's plan of service
- Comfortable working alone or as part of a team
- Filing skills including knowledge of the Dewey Decimal Classification system
- Familiarity with a variety of software
- Effective verbal and written communication
- Effective time management skills
- Interest in children and youth library programs

### **Schedule**

- Scheduling alternates between 3 and 6 hours per week.
- Current shifts are between the hours of 10:00 - 6:00 with the future possibility of evening 5:00 – 8:00, or Saturday from 10:00-1:00. There is the possibility of morning hours when covering for vacation.
- Application deadline May 27, 2022.
- Starting wage: \$15.20/hour
- Employment is subject to an acceptable security clearance by the RCMP
- Our covid protocol is in keeping with Alberta Health Standards and encourages masks, distancing, sanitizing and vaccination routines.

Education: minimum High School Diploma

Experience: 1-year customer service experience preferred

Attitude: Love of literature, teamwork, community engagement

Skills: Demonstrated interest in library studies

Resume with cover letter and references can be submitted by email to the Library Manager at [yatmgsacuta@yrl.ab.ca](mailto:yatmgsacuta@yrl.ab.ca), or dropped off in person at the library.