



PART-TIME CLERK POSITION AVAILABLE:

We are looking for a friendly, self-motivated individual that has a passion for libraries and all the services we offer. Duties will include, but are not limited to, loaning and receiving library items, shelving and shelf reading according to the Dewey Decimal System, facilitating programs, online research, social media for business, and general inquiries for members of the community.

The successful candidate will work a variety of shifts, with most of them being evenings and weekends. They will be able to work alone, learn new procedures and online services as required, detail oriented, comfortable with technology, facilitate library programs, have basic math and cashiering skills, Standard First Aid (will train, if not already certified); library experience would be an asset.

Wage is set at \$15.76/hr., as per CUPE agreement, and hours will be approximately 15 hrs. Position start date is February 1st, or earlier if possible.

Please direct your resume to Tracy Latusus, Library Manager. Resumes will be accepted until a suitable candidate is found and can be dropped off at 131 Main Street South, Redcliff or emailed to redcliff.manager@shortgrass.ca.

The Library appreciates the interest of all applicants; however only those applicants who are short-listed for an interview will be contacted.

