



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, online research and general inquiries for members of the community.

The successful candidate will begin with evening and weekend shifts but may include weekday shifts as they become available. 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 be trained if not already certified); library experience would be an asset.

Wage is set at \$15.00/hr. and hours will vary each week between 10-15 hrs.

Please direct your resume to Tracy Weinrauch, 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.

