

Headingley Municipal Library is now hiring for the position of:

PART-TIME LIBRARY CLERK

JOB REQUIREMENTS:

- 8 to 15 hours per week, evenings (3:30 – 8:00) & Saturdays (10:20-2:30) with occasional daytime shifts as required
- Must be comfortable working alone
- Must be able to work flexible hours and shifts
- Ability to stoop, bend and stand for long periods, reach high shelves with stepstool, push & pull library cart and lift 25+ lbs.
- Excellent communication skills, public relations skills and ability to work independently, with the public and with co-workers
- Good clerical and computer skills
- Knowledge of leisure reading materials and contemporary authors a definite asset



DUTIES:

- Shelving of books and DVDs
- Checking library materials in & out
- Requesting and processing items through interlibrary loan
- Collecting fines and payments and issuing receipts
- Registering new patrons
- Assisting patrons with general questions
- Opening and closing of the library
- Contacting patrons by telephone or email, as necessary

HEADINGLEY MUNICIPAL LIBRARY

49 ALBORO STREET | HEADINGLEY MB R4J 1A3 | 204.888.5410 | WWW.HEADINGLEYLIBRARY.CA
hml@headingleylibrary.ca

PLEASE APPLY IN PERSON OR BY EMAIL WITH RESUME BY OCTOBER 11, 2018