



## Peace River Municipal Library

Art Gallery • Meeting Space • Computers • Study Room • Café Area

### EMPLOYMENT OPPORTUNITY

#### Library Assistant—Temporary Part Time

The Peace River Municipal Library & Art Gallery is seeking one temporary part time Library Assistant. Working mainly at the circulation desk, the Library Assistant is responsible for offering exceptional customer service in the areas of (but not limited to) loaning and return of library collection, reference questions, programs and general enquiries. The circulation desk is the first point of interaction for all of our patrons. Library Assistants are not required to know every answer to every question but must be able to find those answers be they within the walls of the library, in cyberspace, or out in the community. The Library Assistant must have the physical ability to move a fully loaded shelving cart and will be expected to perform shelving and shelf reading duties using the Dewey Decimal System.

#### Preference will be given to candidates who possess or are:

- An ability and willingness to work flexible hours, including evenings and Saturdays.
- A willingness to learn and master new procedures or systems.
- Desire to assist patrons of all age groups (including children), intellectual levels and language levels with courtesy and respect.
- Excellent communication skills with the ability to communicate effectively in verbal and written form.
- Strong research skills with both print and online resources.
- Strong time management, organizational and problem solving skills with the ability to conscientiously meet deadlines.
- Detail oriented (ex. Must be able to spot damage to items during the check in process.)
- An ability to function efficiently in Microsoft programs Including: Word, Outlook, Publisher and Excel.
- Comfortable with technology (computers and other devices) and can assist patrons with basic questions.
- Willing to promote and assist in facilitating and preparing library programs and events.
- Familiar with community events and services.
- Basic math and cashiering skills.
- Willing to help maintain a safe, comfortable space for all library users and staff.
- Library experience is an asset.

#### Successful candidates will be required to:

- Provide a clear Criminal Record Check and vulnerable sector search deemed satisfactory by the RCMP.
- Provide a clear Intervention Check from Alberta Child and Family Services.
- Provide proof of a valid Driver's License and have access to a reliable vehicle.
- Provide at least two work references and one personal reference.

#### Term of Employment

May 1, 2018 to August 31, 2018 (Exact start and end dates flexible)

Wage: \$16.00/hr.

15 hours per week

Suitable for post secondary student.

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

Interested applicants are invited to submit a detailed resume and cover letter by April 6, 2018, referencing **Library Assistant** to:

**Beverly Shewchuk**

**Peace River Municipal Library**

9807 97 Avenue, Peace River, Alberta T8S 1H6

Email: [director@prmlibrary.ab.ca](mailto:director@prmlibrary.ab.ca)

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