



Peace River Municipal Library

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

EMPLOYMENT OPPORTUNITY

The Peace River Municipal Library & Art Gallery is seeking a part time (4-12 hours/week) Shelving Clerk. Reporting to the Director the Shelving Clerk provides support to Library Assistants and will primarily be responsible to collect, sort, and shelve library material according to the classification system. This role will also scan shelves regularly and remove library materials requiring modification. This position will provide excellent customer service to our patrons and enthusiastic support to circulation staff. This position is best suited to individuals who pay attention to detail, work well with minimal supervision, and are comfortable seeking guidance when needed, and would be suitable for a student or otherwise. If you'd like to join our fast-paced, upbeat team please apply.

Preference will be given to candidates who possess:

- Ability to maintain a professional outlook and persona.
- Ability to get work done with minimal supervision.
- Interest in and the ability to adapt to new technology.
- Excellent organizational skills.
- Ability to effectively communicate effectively in English both verbally and in writing.
- Strong attention to detail.
- Ability and willingness to work evenings and Saturdays.
- Strong interpersonal skills and an enjoyment of working with others.
- A willingness to learn and to seek guidance when needed.
- A reliable means of getting to work.
- A reliable means of communication.

Successful candidates will be required to:

- Provide a Criminal Record Check and vulnerable sector search deemed satisfactory by the RCMP.
- Provide a clear Intervention Check from Alberta Child and Family Services.
- Provide at least two professional or volunteer references and one personal reference.

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

Interested applicants are invited to submit a detailed resume and cover letter by **5:00 pm Saturday, September 15, 2018** referencing **Shelving Clerk** to:

Channing Stenhouse
Peace River Municipal Library
9807 97 Avenue, Peace River, Alberta T8S 1H6
Email: director@prmlibrary.ab.ca
Phone: 780-624-4076 ext. 225

The Peace River Municipal Library seeks to fully integrate the principles of Employment Equity and will ensure the full participation and advancement of members of historically disadvantaged groups (i.e., members of visible minorities, persons with disabilities, women, and aboriginal peoples). The Peace River Municipal Library will achieve this by ensuring that its hiring process is fair and equitable for all persons.