

ARE YOU AWESOME



Bonnyville Municipal Library
is HIRING

Part-time Circulation Clerk

The circulation clerk will function as a member of the team. The focus of this position is circulation activities such as:

- membership registration
- check in/out library materials
- shelving
- providing reader's advisory and reference desk
- assistance with technology such as computers and eReaders
- responsible for other duties as assigned

Qualifications:

Preference will be given to candidates working on or completed their Library Information Technology Diploma.

Essential requirements are completion of of grade 12 plus 2 years experience dealing with the public, preferably in a library setting.

Candidates must possess strong computer skills, excellent interpersonal and communication skills, flexibility and adaptability, and experience managing multiple concurrent tasks.

The ability to learn new tasks and to adapt to changing work requirements and priorities is essential.

The successful candidate must be available to work varied shifts including Saturdays. This is a casual position and hours and shifts may vary. There is the potential for picking up more hours when existing staff are sick or away.

Application process:

Interested persons should submit a cover letter, resume, and the names of three references by Sept 24, 2021 by email to: librarian@bonnyvillelibrary.ab.ca Attention: Leah Woodford, Library Manager. If selected, the successful applicant must supply a criminal and child welfare check.

Closing date is midnight Sept 24, 2021



Bonnyville Municipal Library

4804 49th Avenue | Box 8058 | Bonnyville, Alberta T9N 2J3 | (780) 826-3071 | www.bonnyvillelibrary.ab.ca/