



Job Description: Library Assistant – Shelving (Casual)

Job purpose:

Our team of shelvees makes sure that materials in our library are accessible and alluring to our patrons by sorting, accurately shelving, and tidying our collection of books, magazines, DVDs and other materials. The ideal candidate for this position is organized, enthusiastic about libraries and reading, and works well with others.

Duties and responsibilities:

- Organizing recently returned materials to be re-shelved;
- Re-shelving items in alpha-numeric order and/or according to the Dewey Decimal system;
- Shifting and straightening shelved items on an ongoing basis;
- Assisting other staff in the creation and upkeep of library displays;
- Offering friendly customer service as necessary;
- Other duties may be assigned as necessary, in keeping with the general nature of this position.

Education, training and experience:

- This position requires some high school education and the ability to file items in alphabetical and numeric order;
- Some experience in a clerical, stocking, or customer-service related position is preferred.

Knowledge, skills and abilities:

- Attention to detail and accuracy;
- Successful completion of an on-site shelving exercise;
- Basic computer skills, including email and Microsoft Office;
- Good interpersonal skills, including the ability to deal courteously with the public and to participate as a member of a team.

Availability:

- This position will be required to work evenings and/or weekends.

Physical requirements:

- This position requires considerable standing, kneeling and lifting, including high lifting above the head. Good physical condition is required.

Pay rate:

\$ 13.56 per hour

To apply:

Please e-mail a resume and cover letter to Valerie Haines, Senior Library Assistant, vhaines@squamish.ca by Saturday, July 14, 2018.