



explore, experience, enjoy

Wainwright Public Library
921-3rd Ave
Wainwright, AB T9W 1C5

Employment Opportunity

Library Clerk

We are looking for an outgoing, community-minded individual to become our new Library Clerk. If you love to promote reading and life-long learning, then this part-time position is for you.

Duties Include:

- Provide front-line service to library patrons by answering questions, checking items in/out, processing memberships, photocopying, faxing, etc.
- Assist patrons with computer use
- Maintain a neat and orderly library
- Process incoming/outgoing holds and maintain the interlibrary loan system

Qualifications:

- High school diploma or equivalent required
- Previous library experience preferred
- Strong interest in reading is required
- People skills and self-motivation are required
- Excellent verbal and non-verbal communication is required
- Computer and typing skills are required
- Ability to work a schedule that includes weekday, evening and weekend hours

Please submit resume to:

Jodi Dahlgren, Library Manager
Wainwright Public Library
921-3rd Ave Wainwright, AB T9W 1C5
Fax: 780-842-2340
E-mail: librarian@wainwrightlibrary.ab.ca

More information can be found at www.wainwrightlibrary.ab.ca. This position will remain open until a suitable candidate is found. Only those applicants requested for interviews will be contacted.