



Employment Opportunity

Casual Librarian

The Casual Librarian position is a casual, on-call position that will fill in to cover shifts of the Library staff as needed due to vacations or other short-term leaves.

Responsibilities:

- Provide front line customer service to patrons
- Assist patrons with finding information, books, DVDs, and accessing digital library services such as eBooks
- Assist patrons with basic technology questions related to computers, connecting to library's Wi-Fi, printing and devices
- Other related duties as required (example, shelving and retrieving of books)
- Keeping the library clean and following all health and safety protocols in place for the library.

Qualifications:

- Minimum Grade 12
- Related experience would be considered an asset
- Ability to relate effectively with the library patrons
- Highly developed collaboration, customer service and communication skills
- Computer proficiency and attention to detail
- Ability to work independently
- Must be willing to travel to both branches (Beachburg, Cobden)
- Ability to work days, evenings and weekends as required
- A Vulnerable Sector Check will be required

Additional Information:

Compensation is dependent upon experience.

Qualified applicants are invited to submit their resume in MS Word or PDF format by 5:00 pm on March 5, 2025 to wwrpubliclibrary@gmail.com.

Thank you for your interest however, only applicants considered for an interview will be contacted. Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

www.whitewaterregion.ca/community/library