



EASTERN COUNTIES REGIONAL LIBRARY JOB POSTING
LIBRARY ASSISTANT
THE SHERBROOKE PUBLIC LIBRARY

Do you enjoy customer service? If you said yes, ECRL has the perfect part-time job for you! We need someone who enjoys helping people and has excellent computer skills to work part-time (regular 15hrs per week) at the Sherbrooke Public Library.

Duties to include (but not limited to):

- Responsible for providing a welcoming and inclusive library environment, offering equal services to everyone, and respecting the privacy of library users.
- Responsible for introducing library services and resources to the public, instructing the public in the use of those services and resources, and for the circulation of library materials.
- Responsible for communicating branch supply requests, basic cash transactions, recording and reporting of statistics, shelving and maintaining library collection.

Requirements:

- Experience in customer service
- Outstanding computer skills
- Excellent communication and learning skills
- Careful attention to detail
- A valid Nova Scotia driver's license
- Post-secondary education preferred

This position is permanent part-time, with a **minimum 15hrs per week**. Hours of work may include evenings, and Saturdays. There is a strong possibility of additional hours based on Library needs.

Posted: February 19, 2020

Closing date: Until filled

Job Classification: Library Assistant

Reports to: CEO

Only those applicants who are shortlisted for an interview will be contacted. Eastern Counties Regional Library reserves the right to withdraw the competition if a suitable candidate cannot be found. Please submit by email a cover letter stating your qualifications and interest in the position with a resume and three work references to:

Laura Emery

CEO

Eastern Counties Regional Library

Email: jobs@ecrl.ca