

# THE PAS REGIONAL LIBRARY REQUIRES A **LIBRARY ASSISTANT 1**

Hours would be **Monday-Friday 9:45am—6:15pm**  
(occasional Tuesday-Saturday schedule)  
\$17.04/hour

## **What do you need to bring to this position?**

- ◇ Exceptional customer service
- ◇ Attention to detail
- ◇ Outgoing, creative, and enjoy working with the public
- ◇ Excellent communication skills
- ◇ Able to work in a busy environment and display effective time management
- ◇ Operation and working knowledge of computers, various software and programs, and internet
- ◇ Work effectively with other library staff

## **Responsibilities include, but are not limited to:**

- ◇ Assisting patrons whenever necessary
- ◇ Registering new patrons
- ◇ Checking in and out various library materials.
- ◇ Processing new library material
- ◇ General cleaning duties
- ◇ Sorting and shelving books
- ◇ Create and assist with library programming and events

## **Requirements:**

- ◇ Physical requirements of the Clerk position include lifting library materials, reaching to place materials on shelves, pushing and pulling book drop bins and carts, and frequent standing, walking, and bending.
- ◇ Must be 18 years or older and legally able to work in Canada.
- ◇ Will be required to provide a criminal record/vulnerable sector check if the successful candidate.

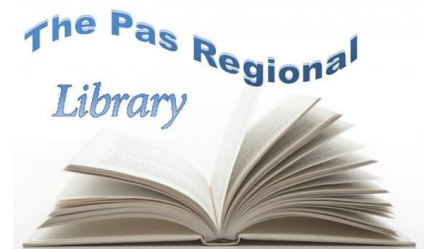
Submit application to in person or by email:

Caitlin Henderson, Library Administrator

The Pas Regional Library

53 Edwards Avenue

libraryadmin@mymts.net



**Deadline for applications: Sunday, November 19, 2023**

We thank all candidates for applying. Only those selected for an interview will be contacted.