

THE PAS REGIONAL LIBRARY

LIBRARY ASSISTANT 1 – FULL TIME TERM POSITION

37.5 HOURS PER WEEK

Monday to Friday: 9:45-6:15

Some Saturdays 8:45-5:15

Wage: \$17.99

The successful applicant must:

- Enjoy working with the public
- Be knowledgeable of Library procedures
- Be an avid reader
- Have good working knowledge of computers, computer programs and the Internet
- Be familiar with office procedures and routines
- Work well in a busy atmosphere
- Above average attention to detail
- Be a team player, able to offer supervision and instruction to Library Pages
- Have excellent customer service skills
- Be willing to take additional training as required.

The successful applicant may be expected to work flexible hours to cover vacations, illness, or other shifts as deemed necessary by the Administrator.

Submit letter of intent to:

Dawn-Maire Blanchette
Library Administrator

Deadline: Open until the position is filled

Posting Date: 21 July 2025