

## JOB OPPORTUNITY



### On-Call Casual Assistants, Vanderhoof Public Library

The Vanderhoof Public Library is seeking 3 outgoing, flexible, service-oriented, and organized individuals to fill the casual positions within the library.

This position is ideal for those with an interest in public libraries, who enjoy a variety of tasks and serving our community. The library is a busy, friendly, professional team environment where your contributions are valued.

Wage is set at 18.00 per hour

This position is on-call. The library is open Tuesday thru Saturday, candidates must have flexibility to workdays, evenings, and weekends.

#### **Responsibilities:**

- . Provide support for other staff members
- . Facilitate programs as needed.
- . Perform basic circulation duties, providing exemplary customer service.
- . Manage inquiries, in person and by telephone.
- . Promote library services and assist patrons with finding library materials.
- . Manage cash transactions with accuracy
- . Circulate library materials via InterLibrary Loans, managing mail processes.
- . Maintain the order of the library collection, including shelving materials.

#### **Qualifications:**

- . High School diploma
- . Experience in direct customer service.
- . Some computer skills
- . Excellent interpersonal and communication skill, attention to detail, and time management.
- . Physical requirements include frequent sitting, standing, walking, and bending; lifting library materials, reaching to place materials on shelves, and pushing/pulling books carts.

Please submit a resume and cover letter:

- . by email to [jennifer@vanderhooflibrary.com](mailto:jennifer@vanderhooflibrary.com) or
- . in person to Jennifer at the Vanderhoof Library, 230 Stewart Street East.