

Western Counties Regional Library

Position: Casual Clerk (bilingual) – Clare Library

Western Counties Regional Library (WCRL) is seeking a motivated, dynamic individual to join its organization.

Through its various partnerships and initiatives, WCRL strives to provide programs and services that have a positive impact on people's lives while being a focal point and cultural hub for the communities it serves. Our 10 library branches and online library provide public library services to approximately 56,000 people including two distinct Acadian populations.

Purpose

To be on call to assist with library branch operations and to fill in for staff absences. Interact with library patrons, providing courteous and efficient customer service.

Duties and Responsibilities

- Provides customer service to patrons
 - Provides information to patrons regarding library materials and services
 - Guides patrons in browsing the collection both in person and online
 - Troubleshoots basic technology inquiries including virtual library applications
- Circulates library materials
 - Checks out materials for patrons and receives returned materials
 - Processes deliveries from other library branches
 - Prepares items for delivery to other branches
 - Shelves materials according to library procedures
- Ensures consistency of library routines and services
 - Opens and/or closes branch
 - Follows all health and safety policies and procedures
 - Facilitates public computer bookings
 - Enters daily statistics accurately
 - Undertakes other library initiatives and tasks assigned by supervisor

Qualifications, Requirements & Experience

- Grade 12 required
- Ability to speak, read and write in French
- Satisfactory Police Record Check and Child Abuse Registry Check required upon hiring
- Customer service experience
- Experience working in libraries an asset but not required

Skills

- Strong interpersonal skills
- Strong communication skills, including on the phone
- Knowledge of office-related computer programs and mobile applications
- Ability to prioritize and co-ordinate tasks
- Professional demeanor and work ethic
- Detail oriented

Working Conditions

Availability to work weekdays, evenings and weekend hours required.

Physical Requirements

Lift boxes of books up to 25 lbs.

Position Type

This is a casual position with no set hours.

- Wages: \$ 18.61 to \$ 18.86 hourly
- Hours of work: variable
- Anticipated start date: Monday, August 18, 2025

Closing Date

Tuesday, July 29, 2025 at 12 noon

An application form can be obtained from any of Western Counties Regional Library's 10 branches, or at <https://westerncounties.ca/wp-content/uploads/2022/07/Employment-Application-Form.pdf>

Please submit your application form, cover letter and resumé via e-mail to officemanager@westerncounties.ca

For further inquiries, please contact the Office Manager at 902-742-2486 x 221