

Western Counties Regional Library

Position: Library Branch Clerk (Bilingual) – Clare Branch

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

Provide library services, which include helping patrons find materials, providing help with basic public computer needs, and supporting patron use of library mobile applications. Working within the regional library system to develop and deliver programs.

Duties and Responsibilities

- Provide customer service to patrons
 - Provide information to patrons regarding library materials and services
 - Guide patrons in browsing the collection both in person and online
 - Troubleshoot basic technology inquiries including virtual library applications
 - Provide outreach services to local organizations
- Circulate library materials
 - Check out materials for patrons and receive returned materials
 - Process deliveries from other library branches
 - Prepare items for delivery to other branches
 - Shelf materials according to library procedures
- Develop and deliver programs
 - Plan and deliver regular programs in consultation with branch manager
- Ensure consistency of library routines and services
 - Open and/or close branch
 - Follow all health and safety policies and procedures
 - Facilitate public computer bookings
 - Enter daily service statistics accurately
 - Perform tasks assigned by supervisor

Qualifications and Requirements

- Education: Grade 12 or higher
- Languages: Ability to speak, read and write in French and English
- Satisfactory Police Record Check and Child Abuse Registry Check required upon hiring
- Clear driver's license

Skills and Experience

- Strong interpersonal skills
- Strong communication skills, including on the phone
- Experience working with the public
- Customer service experience
- 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 Demands

- Lifting boxes up to 25 lbs.
- Making repetitive motions
- Handling materials manually

Position Type

This is a permanent, part-time Union position.

- Wages: \$21.37 hourly to \$21.62 hourly
- Hours of work: 59.50 hours bi-weekly
- Benefits (cost-shared): health and dental insurance, life and long-term disability insurance, pension plan
- Paid time off
- Anticipated start date: October 5, 2026

Closing Date

Tuesday, September 1, 2026

An application form can be obtained from any of Western Counties Regional Library's 10 branches, or at https://westerncounties.ca/wp-content/uploads/2025/07/employmentapplicationform_fillable.pdf

Please submit the following three items: application form, cover letter and resumé by e-mail to officemanager@westerncounties.ca:

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