



KASLO & DISTRICT PUBLIC LIBRARY

413 4th Street, Box 760, Kaslo, BC, V0G 1M0
250-353-2942 kaslo.bclibraries.coop

Auxiliary Librarian

Casual and on-call: no guaranteed hours (approx. 25-40 hours/year)

The Kaslo & District Public Library is seeking a friendly and organized person to

- Provide library services (circulation, readers advisory, computer help...),
- Oversee volunteers
- Maintain confidentiality

The successful applicant will have:

- Completed grade 12 with a minimum of 2 years related work experience
- Library experience or training is an asset
- Excellent customer service skills— work well with all age groups
- Computer skills (Microsoft Office). Able to help with public computers, printing, accessing e-books, and searching database and Internet.
- The ability to work diligently and follow procedures with minimal supervision
- Good communication skills
- Time management and organization skills
- Familiarity with literature
- The ability to work effectively in a team environment with volunteers
- An interest in and experience with emerging technologies

Note: A successful criminal records check is required for employment
Wage \$18/hour. Job description available at the library.

Email cover letter, resume, and 3 references to Eva Kelemen, Library Director at ekelemen@kaslo.bclibrary.ca with **“Auxiliary Librarian”** (in subject line)

Deadline December 9th at 4:00 pm

*We thank all applicants for their interest
Only those shortlisted for an interview will be contacted*