



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	Library Clerk
Location:	Waterhen School
Start Date:	March 4, 2025
Hours/Days/Months:	6 hours/week, 10 months/year
Term of Employment:	Permanent
Salary:	\$19.65/hour
Unionized/Non-Unionized:	Non-Unionized
Application Deadline:	Open Until Filled

Reporting to the Principal, and under the general direction of the Library Coordinator, the Library Clerk is responsible for maintaining the library resources as well as the online database. The Library Clerk supports literacy development by creating an organized, friendly, and efficient library environment for teachers, students, and community members.

QUALIFICATIONS

- Grade 12
- Previous library experience is an asset, though not required
- Excellent interpersonal, verbal, and written communication skills
- Excellent time management skills
- Ability to work independently and with minimal supervision
- Ability to work well with teachers, students, administration, and public
- Ability to lift (up to 30 kg) boxes of books and maneuver book trucks full of resources

DUTIES AND RESPONSIBILITIES

- Circulates and maintains library collection (books, kits, DVDs, etc.)
- Receives catalogued and processed library materials from Library Services
- Assesses the needs of the library collection and provides support for selecting new resources
- Maintains library organization by shelving resources (daily or after library classes), shelf reading (one shelving unit per week)
- Performs annual Resource and AV Inventories
- Promotes library resources through bulletin board displays (changed monthly), new arrival displays and book fairs
- Performs other duties as assigned

Applications should include a cover letter, current resume and a list of three professional references including contact numbers. Consent to contact references is also required.

Thank you for your interest; however, only applicants selected for an interview will be contacted.

By applying, you consent to the Division contacting your references. As a condition of employment, the successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Check) and Child Abuse Registry Check, at their own expense. Further information is available at www.fsdnet.ca

Reasonable accommodations are available for persons with disabilities on request.

Forward application package to:
Ms. Angela Thiessen, Principal
Waterhen School
Box 37, Waterhen, MB R0L 2C0
Fax: (204) 628-3571
Email: Angela.Thiessen@fsdnet.ca
Posting Date: February 20, 2025

