



Join this team in engaging the community in a spirit of reading, learning and discovery.

The Chetwynd Public Library has an opening for a Summer Student Junior Clerk position.

The successful candidate will be an outgoing, self-motivated individual who takes pride in community. The Summer Student Junior Clerk position will primarily be assisting our Children's Program Coordinator with our Summer Reading program. They will also have the opportunity to perform a wide variety of library duties such as: excellent customer service, information and reference series, technical library services, reader's advisory, circulation services, basic cataloging and administrative support.

Specific Skills

- assist with the preparation of materials for the Summer Reading Program
- completing tasks in a timely and accurate manner
- friendly, positive and able to communicate well with children of all ages and their care-givers
- the ability to work with people of all ages
- demonstrated commitment to the highest quality library service
- enthusiasm for innovation
- reliably reports for scheduled shifts
- demonstrated abilities to work cooperatively in a team environment and be well organized and efficient
- ability to deal competently with routine problems
- good oral and written communication skills
- ability to lift and carry cartons of supplies and library materials

Eligibility:

You must be between 15 & 30 years and attending school in the fall.

This is a temporary summer student position at 30 hours per week.

You must be available to work for all 8 weeks: July 04 – August 28

Deadline for Resumes: Tuesday May 28, 2019

Send or deliver resumes to: Library Director, PO Box 1420, Chetwynd, BC V0C 1J0
or email: librarydirector@chetwynd.bclibrary.ca