



EMPLOYMENT OPPORTUNITY

Cumberland Public Libraries

Branch Library Clerk

Term, Part-time (approximately 12 hours per week)

Cumberland Public Libraries, headquartered in Amherst, Nova Scotia, is currently seeking applications for a part-time Branch Library Clerk at our Pugwash location. This is a term part-time position (approximately 12 hours per week), with possibility of extension, that will conclude March 31, 2025.

Location: **Pugwash Library**

Requirements:

- Minimum grade 12, college or university preferred.
- Previous library experience desirable but not essential.
- Be well organized, pay close attention to detail, and work well with others.
- Have a broad knowledge of literature.
- Working knowledge of basic computer functions, Windows and searching the Internet

Duties:

- Working on the circulation desk of the Pugwash Library
- Checking out library materials
- Checking in and shelving materials
- Helping patrons find information
- Keeping statistics
- Assisting patrons in using the library catalogue and the Internet
- Organizing and conducting library programs
- Booking community room use
- Carrying heavy boxes of books
- Other duties as required.

Salary:

- \$15.45 per hour
- 12 hours per week plus occasional fill-in hours.
- Evenings and Saturday hours are required.

To apply:

Please send resume and cover letter with 3 references to:

Denise Corey, Library Director

email: information@cumberlandpubliclibraries.ca

Fax: 902-667-1360

Deadline for applications: April 26, 2024

This job posting will be made available in other formats on request.