

Regional Back-Up Library Assistant - Pictou County -

The Pictou-Antigonish Regional Library Board invites resumes with cover letter for the following position:

Regional Back-Up Library Assistant (Pictou County)

Hours: This position is on an on-call basis (filling in for sickness, vacation, short-term leave, etc.).

- Hours may include weekdays, evenings, Saturdays, or Sundays.

Duties: Regular library duties including circulation, shelving, various clerical duties, and helping patrons locate materials.

- Position may also require answering reference questions, assisting patrons with computer questions, assisting with library programming, or other duties.
- A successful candidate will be comfortable working with limited supervision.

Requirements:

- Grade 12;
- ability to work well with the public and staff;
- ability to work well with minimal supervision;
- basic computer skills;
- efficient work habits;
- good communication, interpersonal, and organizational skills.

Submit application to:

Trecia Schell, Community Services Librarian

- Mail: Pictou-Antigonish Regional Library
 - P.O. Box 276,
 - New Glasgow, NS
 - B2H 5E3
- Email: tschell@parl.ns.ca
- Fax: (902) 755 – 6775
- In person: submit printed copies, at any of our seven libraries.

Deadline to apply: 11 January 2023

We thank all those who apply, only those selected for an interview will be contacted.



Pictou-Antigonish
Regional Library
www.parl.ns.ca

