



PERMANENT PART-TIME LIBRARY CLERK POSITION

Ponoka Jubilee Library is looking for a detail-oriented library clerk who can provide outstanding customer service to join our dedicated team. Ideal candidates will have a passion for reading and learning, be a clear and effective communicator, and be proficient in computer skills and cash handling. Library experience is preferred.

Employment Terms

This is a permanent part-time position (10 – 15 hours per week) with a varied schedule, including evenings and weekends. Flexibility for additional shifts and absence coverage required.

Job Responsibilities

- Providing excellent customer service, including reader's advisory and reference help.
- Contributing positively and working effectively within a team environment as well as independently with minimal supervision.
- Supporting patrons with general inquiries, computers, technology, and material location, membership registrations and renewals.
- Performing all aspects of materials handling, including circulation (check-out and check-in), interlibrary loans, holds, shipping/receiving, and shelving as required.

Job Requirements

- High School Diploma
- Strong customer service skills and experience, together with a genuine interest in working with patrons of all ages.
- Strong technology and computer skills, including proficiency with computers and mobile devices, social media applications, and familiarity with a variety of technology and software.
- Excellent verbal and written communication and interpersonal skills.
- Effective time management, problem-solving, attention to detail, and organizational skills are essential.
- Physical requirements include frequent standing, walking and bending as well as lifting library materials, reaching, pushing and pulling book cart.
- Criminal Record Check/Vulnerable Sector Check required.

To Apply

- Please apply via email to the Interim Library Manager, Janice Baron at jbaron@prl.ab.ca with a cover letter and resume or drop off a cover letter and resume at the Ponoka Jubilee Library.

Only those candidates selected for further consideration will be contacted.