

## Fort Saskatchewan Public Library Part-time Page



The Fort Saskatchewan Public Library is looking for a focused, attentive and reliable individual to sort and shelve materials in the library.

- \$15.77 per hour
- 15 hours per week
- Starting Date: January 8, 2024
- Regular shift will be 10am – 1pm Monday through Friday, however there may be evenings and weekends if needed.

### **Duties and Responsibilities:**

- Sorting, organizing and shelving library material
- Regularly shelf read and shift materials
- Assist with finding and checking in requested items
- Provide help using the catalogue, locating materials in the stacks, directional and referral assistance to patrons.
- Daily tidy up of the library, and paper recycling
- Assist with set up/tear down of tables & chairs for programs or events.
- Assist with adult and children's programs/special events preparation and/or delivery
- Other duties as required

### **Qualifications, Knowledge and Skills:**

- Excellent with alphabetical and numerical sequencing
- Knowledge of Dewey Decimal system and library collections an asset
- Attention to detail for accuracy in shelving
- Availability and flexibility for daytime, evening, Saturday and Sunday shifts is essential.
- Responsible, reliable and friendly
- Ability to maintain focus with repetitive tasks, and work independently
- Physical ability to stand for the majority of the shift, and move heavy book carts and bins
- Physical ability for reaching and bending to shelve and shift materials

### **Application Deadline: Wednesday, December 13<sup>th</sup> 2023**

Successful candidates will need to provide a Criminal Records Check.

Please submit resumes, with cover letter, via email or in person to:

Tricia Wall, Library Director  
Fort Saskatchewan Public Library  
10011 102 Street  
Fort Saskatchewan, AB T8L 2C5

Email: [twall@fspl.ca](mailto:twall@fspl.ca)  
Tel: 780-998-4288

***We thank all applicants for their interest, however, only those selected for interviews will be contacted.***