



We're hiring!

#### Part-time/On-call Library Assistant

The Nakusp Public Library is looking for a part-time on-call staff person to support current staff. The ideal candidate would be reliable, responsible, polite, kind, would know the alphabet, and loves libraries. Duties would include interlibrary loans, shelving, creating displays, tidying the library, and, very importantly, public service: answering reference questions, searching materials, placing holds, checking books out, etc. The Part-time/On-call Library Assistant will report to the supervising Librarian or Library Director.

#### Must:

- be comfortable working with computers
- be reliable and responsible
- be public-service oriented
- have strong shelving skills (alphabetization, decimalization)
- pay attention to detail
- be able to follow directions
- maintain confidentiality

#### Assets:

- knowledge about computers, tablets, software, networks, etc.
- self-motivated
- collaborative
- life-long learner

Training will be provided; starting wage is \$18, 5-10 hours per week. This position will remain open until filled. Please send your current resume and a cover letter to [director@nakusplibrary.ca](mailto:director@nakusplibrary.ca)