

THE MCKELLAR PUBLIC LIBRARY

requires a

CASUAL /PART TIME LIBRARIAN ASSISTANT

Reporting to the Librarian, the duties of the successful candidate will include:

- Checking books in and out
- Shelving books
- Assisting patrons with the use of computers and scanners
- Promoting existing library programs i.e. fishing rods
- Researching and marketing new ideas and programs to promote the library
- Set up and maintenance of a “McKellar Public Library” Facebook page.
- All other duties as required by the Librarians

This is a casual/part time position, consisting of 7 guaranteed hours per week, with the possibility of receiving up to 20 hours per week. Tuesday evenings from 7:00pm to 9:00pm are mandatory, and make up 2 of the guaranteed 7 hours.

Interested applicants are invited to submit their resumes in person to the McKellar Library at 701 Hwy 124 or by email at mckellarlib@vianet.ca no later than **4:30 p.m. on February 15, 2018.**