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**Cape Breton Regional Library**

**Ingonish Library Clerk (Part-time)**

The Cape Breton Regional Library invites **Internal** and **External** applications for the position of Library Clerk (Part-time) for the Victoria North Regional Library in Ingonish. There are 2 vacancies, each with a schedule of 18 hours per week.

**About the Library:**

Cape Breton Regional Library’s 12 branches and bookmobile serve the community by offering innovative programs and technology access in addition to various lending services (e.g. books, DVDs, recreational equipment, radon detectors, eBooks, and more). Library branches are community spaces for many residents and stopping places for visitors. We serve a diverse population of all ages and recognize the unique needs of all individuals.

**Duties:**

* Customer service and circulation duties, including checking out library materials, registering patrons for library cards, answering questions and assisting patrons with searching for and locating library materials, answering incoming phone calls, and notifying patrons of overdue items and items ready for pick-up.
* Shelving duties, including sorting and returning library materials to their proper place on the shelves, straightening and shifting library materials.
* Scheduling bookings for public access computers and providing technical assistance with frequent tasks such as printing and scanning.
* Promoting materials, programs, events, and services provided by the library.
* Opening and closing of library branch.
* Accepting payments for printing and lost items.

**Hours of work:** (18 hrs/week; Tuesday – Saturday)

This position is for 18 hours per week, schedule to be determined; may include evenings and Saturdays. Full-time hours and travel to Sydney may be required for initial 2-4 weeks of training and orientation.

**Applicants must have:**

* A high school graduation diploma and preferably some post-secondary education.
* Excellent customer service skills including strong problem-solving skills required to interpret needs and offer solutions.
* Ability to communicate well with people of all ages and backgrounds.
* Intermediate technology skills including a good working knowledge of Windows-based word processing and spreadsheet applications, as well as web-based email applications (e.g. Gmail).
* Ability to learn new technologies, applications and software, processes and skills.
* Excellent spoken and written communication skills.

The health and safety of our employees and patrons is a top priority for the Cape Breton Regional Library. Please note that during the COVID-19 pandemic, we are taking every precaution to keep our staff and patrons safe. Safety protocols and procedures will be in place for the interview and new hiring process.

Please send a resume and cover letter detailing relevant abilities, qualifications, and experience by 4:30p.m., Wednesday, October 20, 2021 to:

**Meghan Eagles**

Cape Breton Regional Library

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**meagles@cbrl.ca**