



# South Central

## REGIONAL LIBRARY

Altona, Manitou, Miami, Morden & Winkler

### Job Posting

### Library Clerk

The Morden Branch of South Central Regional Library has an opening for a Library Clerk position. This is a part-time position, hours to be determined, with the ability to fill in for other shifts as needed. Previous library experience preferred but not essential. Start date is April 30 but exceptions can be made due to this being a very short time frame.

The successful candidate will have excellent interpersonal and customer service skills and will be comfortable working in a detail oriented environment. Duties to begin as soon as possible.

**Knowledge and Experience Required:** Minimum Grade 12.

- Knowledge of library procedures an asset.
- Good understanding of what a library has to offer to patrons & community.
- Ability to learn quickly and adapt to changing technology.
- Office skills of keyboarding, filing and use of office equipment and programs.
- Ability to deal effectively with the public and other staff members on a problem-solving basis.
- Ability to follow instructions and established procedure.
- Ability to work independently.
- Has an interest in promoting literacy through own reading experience.
- Clean Criminal Record required.
- SCRL is an equal opportunity employer and will consider all eligible applications.

Please submit an expression of interest or resume by **April 22, 2023** to:

Gail Hildebrand  
SCRL Morden Branch Administrator  
514 Stephen Street  
Morden, MB R6M 1T7  
Email: [mordenlib@gmail.com](mailto:mordenlib@gmail.com)