



418 Main Street, Manitou MB R0G 1G0
204-242-3134

South Central

REGIONAL LIBRARY

Altona, Manitou, Miami, Morden & Winkler

Job Posting

Library Clerk—Permanent, Part Time

Manitou Branch of South Central Regional Library is hiring for a permanent part time Library Clerk. Hours are 5 per week (Thursdays 12:30— 5:30 PM) with the possibility of additional casual hours when required. Previous library experience is an asset but not essential.

The successful candidate will have excellent interpersonal and customer service skills and will be comfortable working in a detail oriented environment.

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.
- Aligned with and willing to uphold SCRL's values and mission.
- Ability to learn quickly and adapt to changing technology.
- Ability to deal effectively with the public and other staff members on a problem-solving basis.
- Must have technical knowledge with computers and social media.
- 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 cover letter and resumé by September 13, 2024 to:

Angela Lovell, Branch Supervisor
Manitou Branch
418 Main St., P.O. Box 432
Manitou, MB R0G 1G0
Email:

manitoulib@gmail.com

More details are available upon request. Only those who have been selected for an interview will be contacted.