COMMUNITY LIBRARIAN I - CASUAL
HORSEFLY BRANCH LIBRARY

The Cariboo Regional District invites qualified applicants to apply for the casual Community Librarian I position at the Horsefly Branch Library. Please note that this is a casual position, which does not guarantee a set number of hours. These roles are designed to provide coverage for permanent staff during vacation periods and sick leave. As a result, work hours may vary significantly—you may be scheduled for longer stretches of time, followed by periods with no shifts, or occasionally be called in on short notice.

Position Summary: Reporting directly to the Manager of Library Services, the self-motivated and innovative incumbent will be responsible for community library operations and services.

Duties include lending library materials and completion of associated circulation tasks, including loan renewals, holds management, fines clearance and patron registration; assisting the public as needed in the use of public computers intended for access to the Internet, Library catalogue and website; handling interlibrary loan requests; selecting books and other materials for the Library's collections; handling all incoming and outgoing mail; preparing and receiving shipments of materials; and ensuring an orderly and tidy library.

Education, Experience and Qualifications Required:

- Completion of Grade 12 or equivalent.
- Demonstrated knowledge of computers (internet, email, word processing and spreadsheets).
- Organized, focused approach to task completion.
- Demonstrated ability to work cooperatively and effectively with other staff and to deal pleasantly and helpfully with the public.
- Willingness to learn new skills.
- Ability to deal with the challenges of working in an isolated, rural location.
- Knowledge of literature and an enthusiasm for promoting and delivering library programs and services is expected of the successful candidate.
- Must satisfactorily complete a Criminal Record Check (including Working with Children & Vulnerable Adults).
- Must maintain a valid Driver's Licence.

Wage: This is a casual BCGEU position. The current rate of pay is $26.06 per hour with 6% vacation pay, 4.8% statutory holiday pay and $1.50 per hour in lieu of benefits. A standard probationary period based on the aggregate of hours to reflect 60 working days will apply.

Work Site Location: The successful candidate will operate out of the Horsefly Branch Library located at 5779 Walters Drive, Horsefly, BC.

Hours of Work: The Horsefly Branch Library is open Tuesdays & Thursdays 2:00 pm - 6:00 pm and Saturday 11:00 am – 3:00 pm. The Community Librarian I (casual) is expected to be available for all operating hours, currently 12 hours per week.

In accordance with the collective agreement, casual employees **must** be available for a minimum of 20 hours per week, or the operating hours stated above, which includes daytime and evening shifts (up to 6:00 p.m.) as well as Saturdays. Should your availability fall below the minimum, or you refuse 3 consecutive shifts, the position will be terminated. Due to the coverage-based nature of this role, work schedules will fluctuate based on the staffing needs of our permanent team. Busier periods typically occur during peak vacation seasons and in response to unexpected staff absences.

Qualified candidates wishing to apply and looking for a detailed job description please visit www.cariboord.ca/careers. Applications will be accepted by the undersigned until **4:00 pm January 10, 2027**. Applications must be in the form of a resume with an accompanying letter detailing qualifications and experience relative to the position. ***When submitting an application via email, please quote Competition #26-31.***

We wish to thank all candidates for their interest; however, only those selected to participate in the interview process will be contacted.

Bernice Crowe, Manager of Human Resources
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www.cariboord.ca/careers

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