



COMMUNITY LIBRARIAN II WELLS LIBRARY PERMANENT PART-TIME

The Cariboo Regional District invites qualified applicants to apply for the permanent part-time Community Librarian II position at the Wells Library.

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 responding to patron requests for information and library materials including referring requests as required. Processing inter-library loan requests including searching for items, placing holds, sending notices and preparing materials for mailing. Registering new patrons, processing loans and returns. Contacting patrons regarding requests and overdue item fines. Maintaining and updating in library collection including organizing collections and selecting materials for acquisition. Organizing and conducting book sales. Prepare displays and maintain and update bulletin boards. Schedule meetings and school groups. Maintain daily journal and monthly reports.

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 BCGEU position, and the current rate of pay is \$30.91 per hour plus \$1.50 in lieu of benefits, 6% vacation pay and 4.8% statutory holiday pay. A standard trial period will apply.

Work Site Location: The successful candidate will operate out of the Cariboo Regional District Wells Library located at 4269 Saunders Avenue, Wells, BC.



Hours of Work: Current opening hours are Mondays 6:30 pm – 9:00 pm, Tuesday 6:30 pm – 9:00 pm, Wednesdays 1:00 pm - 4:30 pm and Saturdays 1:00 pm – 4:30 pm (total of 12 hours per week).

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 November 22, 2026**. 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 #26-29.***

We thank all applicants in advance for their submissions; however, only those candidates selected for an interview will receive a response.

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

Are you interested in relocating but want to know more about why you should make the move to the Cariboo? Learn more about our fulfilling communities, long trails, and everyday play before you make the move: www.cariboord.ca/makethemove.