



A welcoming place that creates connections and inspires learning for all community members

LIBRARY ASSISTANT 1

The applicant must be able to work at least **25 hours / week, including evenings and weekends.**

Relevant skills and abilities:

Excellent communication and customer service skills, a high degree of computer literacy, and the willingness to learn library skills. The successful applicant must be physically able to bend, stoop, reach, and stand for the shift, as well as to maneuver book carts and carry books as needed up and down stairs. The successful applicant must also commit to following all of the Fernie Heritage Library health and safety protocols.

Regular duties for Library Assistant 1 position:

Perform general duties related to operation of the Library including, but not limited to, the following: process interlibrary loans; respond to reference enquiries; provide readers advisory services; administer overdues; maintain membership and other databases; undertake library openings and closings; shelving of books and other collection materials, assisting patrons, circulation desk duties, perform basic repair and maintenance of collection materials; perform basic computer maintenance; maintain library and office supply inventory; in coordination with the Library Director, or delegate, recommend library materials for acquisition and weeding and undertake weeding as directed; in coordination with the Library Director, or delegate, develop and set up library displays; and assist patrons and perform other duties as directed.

The Fernie Heritage Library is a dynamic workplace buzzing with creativity, inspiration, and human connection. We are a small team and the right applicant will be able to ebb and flow with the workload while maintaining a positive attitude.

Please submit resumes to: administrator@fernierheritagelibrary.com

Thank you for your interest.