



AUXILIARY CUSTOMER SERVICE CLERK

Richmond Public Library has a great opportunity for avid readers with technology and social media experience to join our Auxiliary Customer Service Clerk pool.

We are known for our innovative programs, excellent customer service, commitment to building community connections and innovative library services for all ages. We offer a great starting wage, opportunities for advancement and an exciting work environment. If you want to be part of a fast-paced organization that puts the customer first in everything it does, and are ready to engage with library customers and make connections every day, we want to hear from you.

We offer:

- Four busy locations open 7 days per week and evenings to better serve our community
- A service model consistently achieving the highest per capita circulation of any large urban public library in Canada
- Competitive salary, benefits and growth opportunities.

Contact Info:

Send your application via email to: apply@yourlibrary.ca by midnight February 19, 2019. Please note **Auxiliary Customer Service Clerk** in your subject heading and include:

- A cover letter indicating:
 - Your experience providing on-the-floor service to customers.
 - The education you have completed.
 - What education you are pursuing next.
 - How you use social media and are digitally in-the-know.
 - Your availability for shifts and orientation. The library schedules shifts between 8:00 am to 9:45 pm weekdays and 9:45 am to 5:15 pm on weekends. Auxiliary employees are required to be consistently available for a minimum of two shifts per week (and up to 35 hours per week), during school closures and before/after statutory holidays. They must also have the ability to travel between branches during shifts.
 - Ideal candidates have a wide range of availability with a mix of days, evenings and weekends.
- A current resume.
- At least two work references.

While the Richmond Public Library thanks you in advance for your interest, only candidates under consideration will be contacted.

A criminal record check is a condition of employment.