



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: The minimum academic requirement for this position is a high school diploma (Grade 12). Preferred competencies include a demonstrated knowledge of computers (internet, email, word processing and spreadsheets); an 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; a willingness to learn new skills; and an 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.

Wage: This is a casual BCGEU position. The current rate of pay is \$25.18 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 until **1:00 p.m. Monday, November 24, 2025**. 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 #25-22.***

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
Cariboo Regional District
Suite D - 180 North Third Avenue
Williams Lake, BC V2G 2A4
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.

CARIBOO REGIONAL DISTRICT

JOB DESCRIPTION

Group:

Working Title: Community Librarian I

Dept.: Library

Classification Title: Community Librarian I

Date: February 20, 1998

Grid Level: 3

PRIMARY FUNCTION:

To assist in the delivery of library services for the community

JOB DUTIES AND TASKS:

1. Assist in the delivery of library services for the community:
 - a. provide assistance to patrons with finding library materials and refer information requests as required
 - b. prepare and provide library programs for children such as craft classes and reading clubs
 - c. process patron loans and returns of library materials
 - d. contact patrons regarding requested library materials
 - e. prepare overdue notices, book cards and book requests
 - f. register new patrons on computer system
 - g. maintain and update library collection including organizing and shelving of library materials
 - h. recommend selections for the library collection and prepare orders as required
 - i. prepare library displays and promotional materials
 - j. maintain and update records of library usage
2. Other related duties:
 - a. opens and closes library facility as required
 - b. sort and distribute incoming mail and prepare outgoing mail
 - c. vacuum, dust, sweep and clean the library area
 - d. receive and verify deliveries of library materials

SUPERVISION RECEIVED:

Community Librarian II

SUPERVISION/DIRECTION EXERCISED:

Provide orientation to new employees
as required

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

Maintain and update records of library usage; operate various library equipment such as photocopier, computer, fax machine and printer.

FINANCIAL RESOURCES:

Receive and verify deliveries of library materials

The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.