

## **Zoé Vallé Memorial Library Clerk / Courier**

South Shore Public Libraries is looking for a responsible, adaptable, reliable individual for a Library Clerk/Courier for the Zoé Vallé Memorial Library (ZVL) in Chester. Reporting to the Communication & Engagement Lead, the Clerk/Courier provides excellent customer service and effective material delivery. As the sole SSPL staff person present at ZVL, they actively support library users throughout their entire visit, providing a warm welcome, assisting with all requests, and promoting library programs, services, and culture. They are approachable and friendly individuals who take initiative and provide library material delivery and customer service to support the library's mission.

### **Responsibilities**

- Create and update library accounts, orient new users to the library
- Assist customers with all account inquiries, technology assistance, information services, and referrals to other social and health services, as appropriate
- Plan and deliver programs for all ages
- Once per week, return bins of material to HQ (Bridgewater) and pick up outgoing bins
- Check library material in and out using the Integrated Library System (ILS)
- Proactively promote library programs and initiatives
- Empty book drops, prepare items for delivery, shelve library materials
- Perform opening and closing procedures
- Troubleshoot computer and equipment issues
- Ensure the library is a safe, welcoming, and inclusive space by:
  - Taking personal responsibility for tidying and maintaining the library
  - Reporting Occupational Health & Safety and facility maintenance concerns
  - Treating everyone with empathy, equity, and respect

### **Qualifications**

- Minimum of Grade 12 completed
- Experience in a library setting and/or a diploma in Library Information Technology considered an asset
- Current certification in First Aid or willingness to become certified in first year of employment
- Excellent interpersonal and communication skills
- Ability to carry, push, and pull heavy loads
- Basic computer knowledge and skills
- Reliable access to personal transportation between Bridgewater HQ and Chester
- Successful candidate must show proof of vehicle insurance that covers work purposes (insurance cost is at the employee's expense and is factored into the mileage reimbursement rate)

### **Hours**

- Tuesday 10 am – 2 pm
- Wednesday 12 pm – 4 pm
- Thursday 3 pm – 7 pm
- Saturday 10 am – 2 pm
- Pickup and return materials to HQ on a mutually agreed upon day

### **Salary**

\$19.93 per hour (as of April 1, 2026)

Courier mileage is paid at the CRA federal rate between HQ and Chester (round trip once per week)

### **Apply**

Please apply by May 14 at 4 pm to [info@ssplibraries.ca](mailto:info@ssplibraries.ca) with a resume and cover letter in pdf. format

**South Shore Public Libraries is an equal opportunity employer, committed to creating a diverse, inclusive, barrier-free work environment.**