



**Lillooet Area Library Association**  
930 Main Street, Lillooet, British Columbia  
St'át'imc Territory

June 24, 2024

Employment Opportunity Lillooet Area Library Association (LALA)  
Community Librarian – Gold Bridge Public Library  
13hrs/ week. Part-time permanent Wages: \$23.35/ hr plus 9% in lieu of health benefits  
Start Date: August 8<sup>th</sup>, 2024

The Lillooet Area Library Association is seeking an organized, outgoing person to provide Community Librarian services at the Gold Bridge Public Library. This is a permanent part-time position that includes three scheduled shifts; Monday and Thursday 12:30 to 5:30 and Saturday 10:30 to 1:30. Additional hours, up to four (4) hours a month of may be added for cleaning, working while the library is closed and occasional special events. Training is provided, on-going training and professional development is expected.

**Duties Include:**

- Preparing Library to open and close,
- Interlibrary loan intake and output,
- Circulation and shelving, registering new patrons
- Answering telephone and emails, calling patrons for overdue and pick-up,
- Picking up, opening and distributing mail,
- Helping patrons by answering reference questions, readers advisory, find resources in the catalogue and on the shelves,
- Assisting patrons with computers and digital collections,
- Offering programs to children and adults that meet the needs of the local community,
- Collection development, purchasing, cataloguing, weeding,
- Publicity and outreach, using social media and other local information networks to promote library services,
- Monitoring and supervision of the Library,
- Light cleaning, dusting, vacuuming, surface sanitizing
- Other duties as necessary.

**Skills and Experience**

- Excellent written and verbal communications skills
- Strong computer literacy skills, ability to use multiple operating systems, devices and apps
- Good organizational skills, attention to detail
- Great interpersonal skills; open minded, patient, cheerful, kind, compassionate, willing to serve the many different needs of a diverse community
- Able to lift 25lbs

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250-256-7944  
lala@lillooet.bclibrary.ca

[https://  
lillooet.bclibrary.ca](https://lillooet.bclibrary.ca)

- Willingness to learn new skills
- Commitment to the vision and values expressed in the LALA Strategic Plan

Diploma in Information Technology, Non-profit Administration and/ or equivalent experience.

Submit cover letter at resume to Toby Mueller, Library Director, [lala@lillooet.bclibrary.ca](mailto:lala@lillooet.bclibrary.ca)

Deadline for applications July 15, 2024 at 5pm.