



SHELVER I

COMPETITION #24CU34

Reporting to the Public & Reference Services Coordinator, a Shelver I is responsible for ensuring library materials are accessible and attractively displayed for patrons. This is achieved by sorting, accurately shelving, and tidying our collection of books, magazines, DVDs and other materials. All Library staff are responsible for promoting a welcoming and inviting library environment. This is a student role with a maximum term of 2-3 years.

Essential Qualifications:

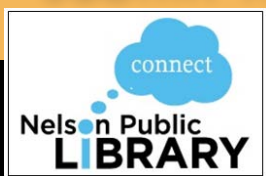
- Grade nine education and attending high school.
- Professional or volunteer experience in a clerical, stocking, or customer-service related position is preferred.
- Possess the physical strength, stamina and coordination to permit performance of duties required to move materials from carts to shelf.
- Physical demands include lifting up to 25 pounds, considerable pushing, bending, twisting and reaching, and standing for long periods of time.
- Able to file accurately using Dewey Decimal System of Classification
- Attention to detail and excellent organizational skills with the ability to work competently with minimal supervision.
- Good interpersonal skills, including the ability to deal courteously and professionally with the public and to participate as a member of a team.
- Ability and initiative to ask for clarification when necessary

Rate of Pay: \$19.60 (\$17.50 per hour + 12% in lieu of vacation pay)
Hours/Days of Work: Part-time Term Position, 6 hours per week, day and times to be determined
Length of Assignment: August 19, 2024 for a two (2) to three (3) year term
Application Deadline: June 15, 2024

To find a full description of the position role, including required qualifications and experience, please visit nelson.ca/jobs.

We look forward to hearing from you!

Interested applicants should reference #24CU34 and submit their resume and cover letter by June 15, 2024, at 3:00 PM to



hr@nelson.ca