

Temporary Shelver

Nelson Public Library - City of Nelson Competition #26CU02



Located within the traditional land of the Sinixt, Ktunaxa and Sylix peoples, Nelson is traditionally known for its beautiful setting, vast array of recreational activities, pristine parks and vibrant downtown. We are grateful for the opportunity to work on this land. It is a year-round playground for outdoor enthusiasts and those who love the arts, culture and small-town feel, with big-city amenities like high-quality schools, post-secondary institutions, regional health care, and a competitive cost of living.

POSITION SUMMARY:

Bringing the Nelson Public Library's strategic framework to life, Public Service team members improve community member's ability to access resources they are searching for and to discover new materials. Excellent customer service is an important strategic value at the library that our shelvers play an important role in fulfilling. 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. The pay grade for this position is Shelver I.

ESSENTIAL QUALIFICATIONS:

Education, Training and Experience

- Grade nine education and attending high school.
- Professional or volunteer experience in a clerical, stocking, or customer-service related position is preferred.

Physical Requirements

- 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.

Rate of Pay: \$18.27 per hour

Hours/Days of Work: 6 hours/week - Monday, Wednesday, and Thursday from 4:00 p.m. to 6:00 p.m.

Length of Assignment: February 1, 2026 - April 30, 2026, with possibility of extension

Application Deadline: January 23, 2026

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

To be considered for this opportunity, please submit a resume and cover letter by 3:00 p.m. on Friday, January 23, 2026,
to:

Tracey Therrien

Email: hr@nelson.ca

Subject line: **Temporary Shelver #26CU02**

We thank all applicants for their interest in joining the Nelson Public Library. The City of Nelson is committed to creating an inclusive, diverse, equitable, and accessible workplace. We encourage applications from all qualified individuals, including Indigenous Peoples, persons with disabilities, members of visible minority groups, women, and people of diverse gender identities and sexual orientations.

If you require an accommodation at any stage of the recruitment process, please contact Human Resources as early as possible so we can support you.