COCHRANE public library

EMPLOYMENT OPPORTUNITY

CASUAL LIBRARY CLERK

Call-in coverage with no regularly scheduled or guaranteed hours

Availability for evenings and Saturdays is required.

The Cochrane Public Library Board is looking for a dependable, friendly and service-focused person to join our team as a Casual Library Clerk. This role provides call-in coverage when regular staff are unavailable or when additional support is needed.

This opportunity may be a good fit for someone who is adaptable, enjoys helping people and can occasionally accept shifts on short notice.

WHAT YOU WILL DO

- Welcome visitors and provide helpful, courteous service.
- Check library materials in and out and assist with routine account questions.
- Help patrons locate materials and use library services and technology.
- Shelve and organize materials and help maintain an inviting public space.
- Support library programs and complete other general library duties as assigned.

WHAT YOU BRING

- Strong customer service and communication skills.
- Reliability, good judgment and the ability to work independently and as part of a team.
- Comfort using computers and learning new technology.
- The ability to complete physical tasks associated with shelving and handling library materials.
- Availability to work call-in shifts, including evenings and Saturdays.

IMPORTANT DETAILS

SCHEDULE
Call-in only. No set or guaranteed hours.

AVAILABILITY
Evenings and Saturdays required.

CLOSING DATE
Applications accepted until December 30 2026 at 5pm

HOW TO APPLY

Please submit your resume and a brief cover letter in person, by email or by mail to:

Cochrane Public Library
178 Fourth Avenue, Cochrane, ON P0L 1C0
library@cochraneontario.com

Address applications to:
Jessica Horne, CEO

We thank all applicants for their interest. Only candidates selected for an interview will be contacted.