

Job Posting

valleylibrary.ca

At the Annapolis Valley Regional Library, we are passionate about connecting people with knowledge, fostering community engagement, and embracing innovation. We are more than just books: we are a vibrant hub for learning, creativity, and connection. Whether it's curating resources that empower our diverse community, hosting dynamic programs, or providing access to new technologies, we strive to make a meaningful impact every day.

As a part of our team, you'll work in a collaborative and forward-thinking environment where new ideas are encouraged, professional growth is supported, and every day brings the opportunity to inspire and be inspired. If you're ready to be a part of an evolving, community-driven organization that values inclusivity, creativity, and lifelong learning, we'd love to hear from you!

The Annapolis Valley Regional Library has a casual position opening for a **Substitute Deliver Driver**.

Summary:

Under the supervision of the Circulation Supervisor, this position will drive a library vehicle to deliver transfers of materials between branches and Deposit Service deliveries. This position also performs related clerical duties.

Position: Library Delivery Driver

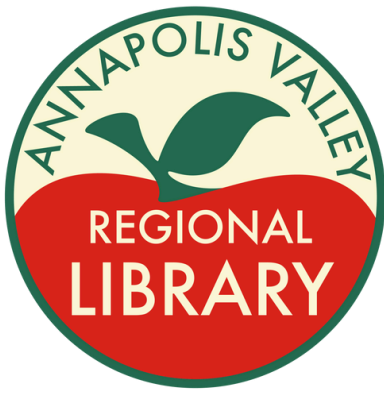
Location: Annapolis Valley Regional Library Administration Office in Berwick

Status: **Casual**

Salary range 2024-2025: \$17.76 per hour

Hours per pay period: **No guaranteed hours**

Hours of work: 8:30am-4:00pm Monday to Friday



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Duties:

- Delivery of Library Materials*
- Driving library vehicles on regular routes and schedules to ensure timely transfer of materials to both library branches and other organizations*

Clerical Duties

- Organizes and maintains files, databases, and emails in a confidential manner
- Receives deliveries; sorts and distributes incoming and outgoing mail

Branch Collection Transfers

- Assists in the preparation of any items being delivered to branches.
- Assists in the unpacking and sorting of all items being returned to Administration Office from branch libraries.
- Loads and unloads the library van

Other

- May fill in for other staff as needed
- Performs other related duties as required

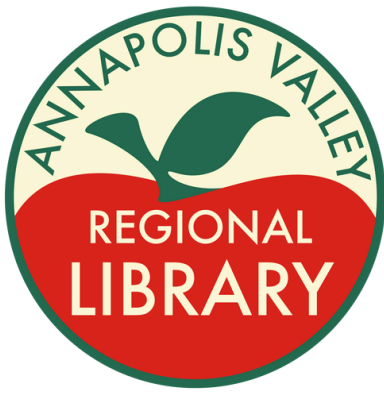
Education and Experience:

Grade 12 or equivalent

No previous library experience required

Type and Level of Supervision:

None



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Core Competencies:

Communication

- Practices conversation as a valuable means of exploring ideas and making sense together
- Communicates effectively using a variety of methods
- Communicates effectively with a variety of audiences and individuals from diverse backgrounds
- Selects and applies the most appropriate and effective communication skills to meet situational needs

Collaborative Relations

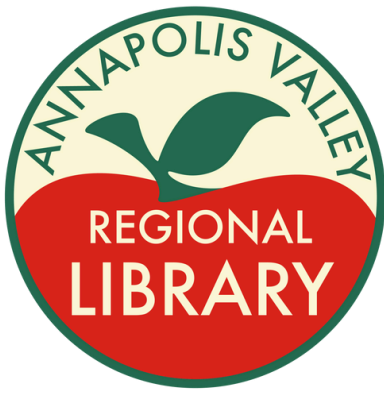
- Develops and maintains healthy relationships with others to achieve common goals
- Works collaboratively in teams or groups
- Demonstrates an aptitude for collective problem solving
- Practices informal leadership

Learning and Mindset

- Pursues a commitment to self-directed learning
- Manages the ongoing development of competencies and the advancement of one's career
- Anticipates and adapts to change with a sense of optimism and opportunity
- Pursues creative and innovative approaches to library service

Ethics and Values

- Demonstrates an active commitment to service that guides work performance
- Understands and acts in accordance with professional values and ethics of library service
- Demonstrate a strong work ethic and personal accountability
- Demonstrates loyalty and commitment to the organization



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Core Competencies Continued:

Service/Department Oversight

- Understands the operations of the service or department

Customer Service

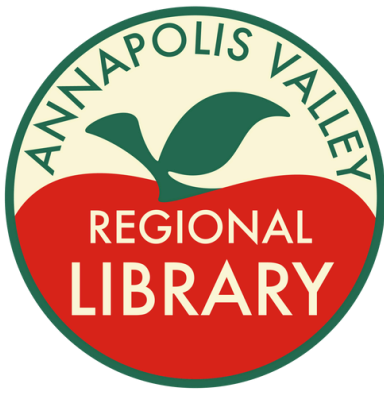
- Provides assistance to library users in a manner that is warm, welcoming, and respectful
- Facilitates requests for information and provides accurate and appropriate answers
- Demonstrates comfort in assisting library users with disabilities and accommodating special needs
- Demonstrates a good working knowledge of the full range of programs and services offered by the library

Basic Computer Literacy

- Performs basic functions of e-mail applications
- Performs basic calendar operations and task management
- Understands and uses basic computer hardware and peripherals
- Understands and performs basic operating system functions
- Understands and performs basic functions and tasks of common software programs
- Performs basic printing operations from common applications
- Demonstrates beginner-level proficiency with word processing programs
- Demonstrates beginner-level proficiency with spreadsheet programs
- Demonstrates beginner level proficiency with mobile devices

Intermediate Technology

- Demonstrates a general understanding of all the technologies utilized by the library: e.g. catalogue, website, social media, etc.



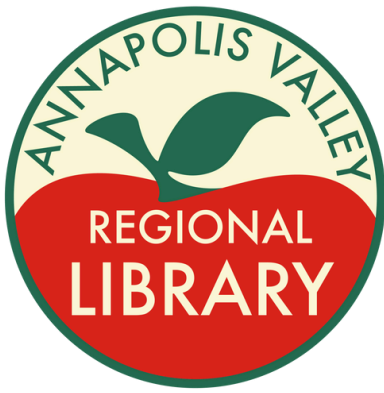
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Core Competencies Continued:

- Understands and uses the Internet and web based applications
- Performs basic information searches
- Understands common security protocols related to Internet use
- Understands and uses common social media tools
- Uses technology to share information, communicate, and collaborate

Please note that only applicants selected for an interview will be contacted. Qualified candidates are asked to submit a resume and cover letter (in PDF format) indicating how they meet the qualifications of this position to Samantha Driscoll, Human Resources Manager, via email at: sdriscoll@valleylibrary.ca on or before Monday, June 9, 2025. Alternative formats for this document are available upon request. Please contact Human Resources for assistance.



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Annapolis Valley Regional Library is committed to inclusive, accessible, and barrier-free employment that reflects the diversity of our community. We welcome applications from qualified individuals including members of racialized groups, Indigenous Peoples, persons with disabilities, and those of any sexual orientation or gender identity. If you require accommodation, please let us know; we are happy to ensure a barrier-free hiring process. For more information please visit: <https://valleylibrary.ca/services/accessibility/>