



Annapolis Valley Regional Library Job Posting Library Clerk, Kentville Branch, Full-Time 6-Month Contract

This position is being posted internally and externally.

Summary:

Position: Branch Supervisor

Location: Kentville Branch

Status: Contract Full-Time for 6 months, with possibility of extension or to be made permanent

Salary range 2026-2027: \$28.26 - \$30.93 per hour

Hours per pay period: 70 hours

Description of Work:

The Branch Supervisor is responsible for service to the public including circulation, information and technology questions, and delivering programs. Oversees the daily operations of the Branch and supervises all permanent and casual staff who work within it, including coaching, training, and evaluation.

Hours of work: 2-week rotation

Week 1	Week 2
Monday- OFF	Monday- OFF
Tuesday- 9:30am-6:00pm	Tuesday- 9:30am-6:00pm
Wednesday- 9:30am-6:00pm	Wednesday- 9:30am-6:00pm
Thursday- 11:00am-8:00pm	Thursday- 11:00am-8:00pm
Friday- 9:30am-6:00pm	Friday- 9:30am-6:00pm
Saturday- OFF	Saturday- 9:00am-5:00pm
Sunday – OFF	Sunday – OFF

Timeline

Interested candidates are asked to submit a resume and cover letter indicating how they meet the qualifications of this position by 11:59pm on Friday, September 18th to Julia Merritt, CEO via email at: hr@valleylibrary.ca. Interviews will take place during the week of September 21st. The anticipated start date for this position will be Tuesday, October 13th or earlier.