



Annapolis Valley Regional Library Job Posting Library Clerk, Windsor Branch, Full-Time PERMANENT

This position is being posted internally and externally.

Summary:

Position: Library Clerk

Location: Windsor Branch

Status: Permanent Full-Time

Salary range 2026-2027: \$21.30 - \$23.18 per hour

Hours per pay period: 70 hours

Description of Work:

The Library Clerk is responsible for service to the public including circulation, information and technology questions, delivering programs, and oversight of the Branch in the absence of the Branch Supervisor.

Hours of work: 2-week rotation

Week 1	Week 2
Monday- OFF	Monday- OFF
Tuesday- 11:00am-8:00pm	Tuesday- 11:00am-8:00pm
Wednesday- 10:00am-6:00pm	Wednesday- 9:00am-6:00pm
Thursday- 12:00pm-8:00pm	Thursday- 11:00am-8:00pm
Friday- 10:00am-6:00pm	Friday- 9:00am-6:00pm
Saturday- 9:00am-5:00pm	Saturday- OFF
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 Monday, October 5th to Julia Merritt, CEO via email at: hr@valleylibrary.ca.

Interviews will take place during the week of October 12th. The anticipated start date for this position will be Tuesday, October 27th or earlier.