



Perry Township Public Library

705-636-5454
25 Joseph St. Emsdale ON. P0A 1J0
library@townshipofperry.ca
www.perrylibrary.com

Join Our Team!

Casual Library Clerk Position

The Perry Township Public Library is seeking a friendly, organized, and customer-focused individual to join our team as a **Casual Library Clerk**. This position provides front-line service to patrons while supporting daily library operations, programs, and community engagement.

Minimum 11 hours bi-weekly, 2026 pay scale \$19.56 – \$24.45 per hour plus \$1.39 per hour in lieu of benefits, and option to join the OMERS pension plan.

At the Perry Township Public Library, we believe libraries are more than just books; they are welcoming community spaces where people connect, learn, and discover. We are looking for an enthusiastic and customer-focused individual to join our team as a Casual Library Clerk.

Working at the library offers the opportunity to make a positive impact in the community while helping people of all ages access information, technology, programs, and lifelong learning opportunities. Every day brings something new, whether assisting a patron, supporting an engaging program, or helping create a warm and inviting space for everyone who walks through our doors.

If you enjoy working with people, value community service, and are looking for meaningful and rewarding work in a friendly environment, we encourage you to apply.

How to Apply

Interested candidates are invited to submit a resume and cover letter through Indeed or by email to: ceolibrarian@townshipofperry.ca

Applications will be accepted until **August 7, 2026**.

Please note: Applications will only be accepted through Indeed or by email. Applications submitted in person will not be considered.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Perry Township Public Library is committed to providing accommodations for applicants with disabilities throughout the recruitment process. Accommodations are available upon request.



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Description of duties

Casual Library Clerk

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Key Responsibilities

Customer Service

- Welcome and assist patrons in a friendly and professional manner.
- Check materials in and out using the library circulation system.
- Issue library cards and update patron accounts.
- Answer questions about library services, programs, and resources.
- Assist patrons with computers, printing, photocopying, and other technology needs.

Collection Maintenance

- Shelf books and materials accurately and efficiently.
- Maintain the organization and appearance of library shelves and public spaces.
- Process returned materials and identify damaged items.
- Assist with displays, signage, and promotional materials.

Administrative Support

- Answer telephone and email inquiries.
- Collect fines, fees, and payments as required.
- Assist with opening and closing procedures.
- Maintain records and statistics when needed.

Programming and Community Support

- Assist with library programs and events for all age groups.
- Prepare materials and spaces for programs.
- Promote library services and encourage community engagement.



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Qualifications

- High school diploma or equivalent required.
- Previous customer service experience preferred.
- Experience working in a library or public service setting is considered an asset.
- Basic computer skills and familiarity with Microsoft Office applications.
- Ability to learn library software systems.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Reliable, organized, and detail-oriented.

Physical Requirements

- Ability to stand, walk, bend, and lift materials up to 25 lbs.
- Ability to push book carts and shelve materials at varying heights.

Working Conditions

- Casual position with flexible hours.
- Evening and weekend shifts are required.
- Work is performed in a public-service environment with frequent interaction with patrons.