

July 17, 2026
Employment Opportunity
Lillooet Area Library Association (LALA)



Community Librarian - Gold Bridge Branch
11 hours/ week. Part-time Permanent
Wages: \$23 - \$27/ hr. 9% in lieu of health benefits
Start Date: September 1, 2026

The Gold Bridge Public Library requires an organized, outgoing person to provide public library services. This is a permanent part-time position. The current schedule is Monday and Thursday 1pm to 5pm and Saturday 11am to 2pm. This can change to meet the needs of the right candidate. Additional hours will be expected for special events, staff meetings and professional development. Training is provided on the job. Wage corresponds to candidate education and experience.

Duties and Responsibilities

- Preparing Library to open and close
- Interlibrary loan intake and output
- Circulation and shelving, registering new patrons
- Answering telephone and emails, calling patrons for overdue and pick-up
- Picking up, opening and distributing mail
- Helping patrons by answering reference questions, book recommendations, find resources in the catalogue and on the shelves
- Assisting patrons with computers and digital collections
- Community outreach, promoting library programs and services
- Monitoring and supervision of the Library
- Assist the Library Director with the maintenance and development of the collection
- Working with program staff to offer programming for children, youth and adults
- Light cleaning, dusting, vacuuming, surface sanitizing
- Other duties as necessary

Skills and Abilities required

- High School (Grade 12) Diploma
- Experience delivering excellent customer service
- Enthusiasm for libraries, literacy and community
- Strong organizational skills and attention to detail
- Good interpersonal, communication, organizational and time management skills
- Able to help patrons with questions about basic computer applications
- Demonstrated cultural awareness and sensitivity

- Ability to work in a flexible and changing environment; including adapting to changes in responsibilities and duties
- Ability to establish and maintain effective working relationships with staff and public
- Ability to use discretion and good judgment in the application of library policies and procedures
- Criminal record check required every 5 years
- Ability to lift and carry up to 15 kilograms
- This position requires extensive computer work, standing, sitting and lifting.

Submit cover letter and resume to Board Chairperson, Bain Gair at board@lillooetlibrary.ca

Start date: September 1st, 2026. This position is open until filled. Your application will be acknowledged as received, but only candidates eligible for an interview will be contacted.