



Kelsey School Division

322 Edwards Avenue The Pas, MB R9A 1R4

Phone: (204) 623-6421 Fax (204) 623-7704

Position	INTERNAL	1 Librarian
Location:	Kelsey Community School	
Start Date:	Approximately March 20, 2026 to September 20, 2027	
Hours/Days/Months:	7.00 Hours/day, 5 days/week, 10 months/year	
Term of Employment	Term	
Salary:	As per C.U.P.E Agreement	
Unionized/Non-Unionized:	Unionized	
Application Deadline:	October 29, 2025 at 4:00 p.m.	

Education:

- Grade XII Graduate
- Completion of a recognized Library Technician certificate or diploma
- Experience working with Multimedia Equipment.
- First Aid/CPR Certification is an asset

Qualifications:

- Communicate effectively, both written and orally, with the public, students and staff
- Operate computer programs within the school with accuracy and efficiency
- Maintain a catalogue of library books and materials in a computer program accurately
- Organize and prioritize
- Photography skills are an asset

Duties and Responsibilities:

- Provide information and advice to staff and students regarding reading materials
- Perform data entry of library materials
- Order, receive and inventory books, periodicals, and multi-media materials
- Maintain and catalogue materials
- Operate circulation desk
- Instruct students on how to use the library
- Supervision of students in the library

*Thank you for your interest; however, only applicants selected for an interview will be contacted.
By applying, you consent to the Division contacting your references. As a condition of
employment, the successful candidate will be required to submit a clear Criminal Record Check
(including Vulnerable Sector Check)*

**Please submit applications to: Angie Quiring, Payroll & Benefits
Administrator/Human Resources** Email: hr.ksd@ksd.mb.ca
Kelsey School Division Administration Office
P.O. Box 4700, The Pas, MB R9A 1R4