



Job Posting: Driver - Delivery Services

Chinook Arch Regional Library System is seeking an enthusiastic individual for the part-time position of Driver - Delivery Services. The successful candidate will demonstrate excellent customer service skills, attention to detail, and a commitment to excellence in a team-oriented atmosphere. The Driver - Delivery Services reports to the Corporate Services Manager and is generally responsible, as part of a four-person team, for the system wide distribution of library materials to member libraries. The driver works two to three days per week on a rotating schedule.

Principal Responsibilities:

1. Drive System's delivery van and deliver to member libraries according to a delivery schedule
2. Pack, sort, and distribute materials for member libraries
3. Maintain records relating to vehicle operation and maintenance
4. Establish positive relationships with member library staff
5. Cooperate as a team member in performing any duties necessary to the achievement of the System's Goals and Objectives

Education and Experience:

- High School completion
- Library and delivery experience an asset
- Valid class 5 Alberta Driving License with a three-year good driving record
- Must be capable of repeated heavy lifting up to 50 pounds.

Compensation: Daily rate \$165.00

To apply, please email a combined cover letter and resume to arch@chinookarch.ca