

Position Advertisement

POSITION

Job Title: Learning Resource Centre Clerk
Job Advertisement #: 2025EMMS039
Type of Position: Support
Job Type: Full Time; up to 7 hours/day, Monday-Friday
Contract: 10 Month; Continued
Location: École Morden Middle School
Salary: \$17.96 – \$22.45/hour
Start Date: May 5, 2025
Closing Date: Application review will begin immediately and continue until a suitable candidate is found.

DESCRIPTION

Learning Resource Centre (LRC/Library) personnel within the Western School Division are committed to providing students and staff with quality service and learning resources. Our mandate is to promote and encourage literacy among students within a positive learning environment.

École Morden Middle School is looking for candidates with relevant experience and training who are eager to expand their experience in the education environment with the Western School Division. This position will report to the principal and will routinely consult with the LRC Technician for guidance and direction. Duties will include but are not limited to: assisting the technician in areas such as collection development, acquisitions, cataloguing and processing, circulation, promotions and inventory.

The successful candidate will have experience in the above-noted functions as well as demonstrate excellent interpersonal skills, verbal and written communication skills, and a passion for literacy and working with children. The ability to read, write, and speak in French is considered a strong asset for this position.

The position of Learning Resource Centre Clerk has a work schedule that follows the school year calendar. Therefore this is a seasonal position, functioning from September through June, with periods of layoff.

A condition of employment with the Western School Division is a satisfactory Criminal Record Check, Vulnerable Sector Search, Child Abuse Registry Check and an agreement by the applicant to disclose criminal record and/or Abuse Registry record information to the Division. The successful candidate will be responsible for any service charges incurred. Persons must present this information prior to their first day of work.

The Western School Division is committed to providing an inclusive and barrier-free work environment to all applicants starting with the hiring process. Should you be contacted for the interview, please advise the Division if any restrictions require accommodation. All information received regarding the accommodation will be kept confidential.

HOW TO APPLY

Interested candidates **must** submit an application form with their resume and cover letter. **Incomplete application packages can be rejected and not given further consideration.** Please visit our website at www.westernsd.mb.ca, complete the [Employment Application Form – Non-Teaching](#) and submit to:

Western School Division
Attn.: Human Resources, Job Advertisement #2025EMMS039
Unit 4-75 Thornhill Street
Morden, Manitoba R6M 1P2
Fax: 204.822.4262
Email: hr@westernsd.mb.ca

Additional information about the Division and its schools is available online at www.westernsd.mb.ca, Schools tab.

We thank all for applying but only those selected for further consideration will be contacted.