

Librarian Position Available

The Saskatchewan Genealogical Society (SGS) is a non-profit provincial organization whose purpose it is to promote and develop the study, research and preservation of genealogy and family history.

Interested in family history and our heritage? SGS is seeking a librarian for full-time work for a 24 month period with the possibility of an extension. The librarian is responsible for providing guidance to those who wish to do genealogy, developing and maintaining the library collection, and conducting in-house workshops on resources and research methods. Library responsibilities include the circulation function, reference assistance, subscriptions, cataloguing, and archives. The librarian is the first point of contact in our office/library and on the phone for our members and the public and will therefore be expected to provide reception duties, library tours, and membership promotion and recruitment.

A more detailed list of duties follows:

1. Reception

- Welcome members and the public – both in the library/office and on the phone;
- Conduct library tours;
- Membership and promotion
- Genealogical Reference Assistance
- Register visitors and prepare statistical reports as required by the Executive Director

2. Circulation

- Charge, discharge, renew and recall library materials
- Continue to develop knowledge of the collection and monitor maintenance
- Check in new issues of journals, magazines, newsletters, etc.

3. Reference

- Provide instruction on the use of the online catalogue and SGS's online databases and online subscription services.
- Assist users in locating physical materials in the library

4. Cataloging

- Catalogue all new items added to the collection and work with volunteers to ensure they are highlighted for our members in a timely manner;
- Prepare donations for cataloguing by doing duplicate searches, price valuation, etc.
- Prepare book reviews for the Bulletin.

5. Other

- Train volunteers to help in the library.

This is a full-time term position for 2 years, with the possibility of becoming permanent. The successful candidate will be expected to work from 8 a.m. – 4 p.m. Monday to Friday with every third Monday off.

Desirable qualifications:

- Thorough knowledge of genealogy principles and practices
- Working knowledge of general library procedures
- Ability to apply library methods and principles in the performance of book selection, cataloguing, and reference work
- Excellent communication and interpersonal skills
- Proven research, teaching and organizational skills
- Experience delivering presentations to a wide variety of people
- Strong attention to detail
- Post secondary education preferred but not essential.
- At least 2 years of previous library experience

To Apply:

Interested candidates are asked to submit a cover letter, resume and a list of three references as a single pdf file to ed.sgs@sasktel.net by September 16, 2024.