

JOIN OUR TEAM



Life Well Learned.

MBCI Library Technician Full Time

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MBCI is a Christ-centered middle and secondary school, equipping students to learn, love, and engage with the world. We provide an education focused on learning, growth, faith in Jesus Christ, leadership and community, helping students acquire the tools and develop the character to live a Life Well Learned.

MBCI has an opportunity for a dedicated and enthusiastic Library Technician to join our dynamic school library team serving students in Grades 5-12. This entry level position is ideal for individuals who have a passion for literature, enjoy working with students, and are looking to gain experience in a library or educational setting.

The Library Technician will provide essential support in managing library operations, assisting students with locating materials, and maintaining an engaging learning environment.

Key Responsibilities

- Assist with the organization, shelving, inventory control, and physical processing or repair of library resources.
- Recommend age-appropriate literature to middle and high school students based on their unique interests and reading levels.
- Instruct students on using online resources, including digital databases and online catalogues, in collaboration with the librarian.
- Assist with the planning, material preparation, and promotional displays for library programs.
- Coordinate circulation management, maintain accurate records, and manage supplies in collaboration with the librarian.
- Enforce borrowing, computer, and behaviour policies to maintain a safe, productive library environment.

Qualifications

- Completion of a post-secondary Library and Information Technology Diploma (or equivalent training/experience).
- General knowledge of library operations, procedures, and cataloguing standards.
- Passion for reading, literature, and promoting a love for learning among students.
- Strong organizational skills and attention to detail, with the ability to handle basic library tasks.
- Excellent interpersonal and communication skills, with the ability to interact positively with students, teachers, and other staff members.
- Flexibility and adaptability to work in a fast-paced environment, with the ability to follow instructions and work effectively in a team.

This is a full-time position, with hours and schedule to be determined based on the needs of the school. Training and guidance will be provided to support the growth and development of the Library Technician.

How to Apply

Please forward the following documents, via email to principal@mbci.mb.ca

- Resume
- Statement of faith (one page)

We thank all candidates for their interest, however only those selected for an interview will be contacted. The position will be filled as soon as a suitable applicant is found.