

Page

Job Type: Part Time, Permanent
Opening: Existing Vacancy
Rate of Pay: \$18.76 per hour

The Page plays a key role in maintaining Stratford Public Library's reputation for service to our community. Reporting to the Public Service Supervisor, the Page performs duties related to the care and organization of library materials, clerical duties, and special projects as assigned. Pages also have frequent interactions with the public, often as the first point of contact with staff. The hours for this position fall primarily within regular business hours, but can include evening and weekend shifts depending on organizational needs.

Duties and Responsibilities

1. Sorts and shelves library materials as they are returned to the library, according to appropriate classification systems.
2. Locates requested library materials using a computer-generated list and prepares them for customer pick up and checkout.
3. Reads shelves to determine that materials are in correct order; ensures shelves and public spaces are tidy.
4. Provides support functions to other departments such as mending and processing of materials, room setup, and opening routines.
5. Provides basic directional information to the public; recognizes when to refer customers to Library Assistants and Public Service Librarians and does so appropriately.
6. Is responsible for ensuring that knowledge of library policies, procedures, and services is accurate and up-to-date.
7. Regularly participates in training opportunities.
8. Supports the Mission and Vision and the Strategic Plan of Stratford Public Library.
9. Performs other duties as required.

Skills & Abilities

- Ability to sequence materials according to library classification systems.
- Ability to communicate courteously and effectively, in oral and written formats.
- Physically able to handle Library materials, sit, stand, lift and push boxes on a repetitive and extended basis.
- Ability to maintain effective working relationships.
- Availability to work varied shifts and hours.

Formal Qualifications

- Secondary School graduation diploma or equivalent.
- A police check, including Vulnerable Sector Screening, is required as a condition of employment.



Terms of Employment

- Hours of Work:
- This position involves variable hours, including evenings and weekends
- Rate of Pay:
- \$18.76 - \$21.95 per hour (2026 rate)
 - 6% vacation pay
- Benefits:
- OMERS Pension Plan
 - Health Care Spending Account
 - Employee Assistance Program

How to Apply

If you are interested in this position, please send a cover letter and current resume to Human Resources via resumes@splibrary.ca by **Monday July 5, 2026**.

Please quote **Library Page position** in the subject line.

We encourage applications from candidates who reflect the diversity of the Stratford community. Stratford Public Library is committed to employment equity and creating a workplace that reflects the values of inclusion and accessibility. Accommodations are available throughout the recruitment process upon request.

The Stratford Public Library values privacy and confidentiality, and does not use artificial intelligence tools for any part of our hiring process, including screening, ranking, interviewing, evaluating or selecting candidates.

