

JOB DESCRIPTION

Student Page

Job Type: Part Time, Permanent

Opening: Filling an upcoming vacancy

The Student Page plays a key role in maintaining Stratford Public Library's reputation for service to our community. Reporting to the Public Service Supervisor, the Student Page performs duties related to the care and organization of library materials, clerical duties, and special projects as assigned. Student Pages also have periodic interactions with the public, often as the first point of contact with staff. The hours for this position make it ideal for a secondary school student.

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 outside the school day.

Formal Qualifications

- Minimum 14 years of age.
- A police check, including Vulnerable Sector Screening, is required and is 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), plus 6% vacation pay
Benefits:	OMERS Pension Plan Employee Assistance Program

How to Apply

Apply by submitting your cover letter and current resume by email to:

- Krista Robinson, CEO resumes@splibrary.ca
- Please use the e-mail subject line, "Student Page Position"
- Applications are due by Monday, May 18, 2026
- Interviews will take place between late May and early June.

The Stratford Public Library thanks all applicants for their interest, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, for recruitment purposes.

The Stratford Public Library is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process. If you require accommodation at any time throughout the recruitment process, please contact Human Resources at hr@splibrary.ca

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.

