

# JOB DESCRIPTION

## Student Page

Classification: Grade 1

Job Type: Part Time, Permanent



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 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. Performs other duties as required.

## Formal Qualifications

1. Minimum 14 years of age.
2. Ability to sequence materials according to library classification systems.
3. Ability to communicate courteously and effectively, in oral and written formats.
4. Physically able to handle Library materials, sit, stand, lift and push boxes on a repetitive and extended basis.
5. Ability to maintain effective working relationships.
6. Availability to work varied shifts and hours outside the school day.
7. Able to obtain a clear vulnerable sector police check.
8. Be legally entitled to work in Canada.





## Terms of Employment

**Hours of Work:** 10 hours per week (average) including evening and weekend shifts

**Rate of Pay:** \$17.20 - \$20.24 per hour; 6% vacation pay

**Benefits:** SPL offers a casual work environment, support for professional development, OMERS Pension Plan, Employee Health Spending Account, Employee Assistance Program, paid sick days of 10 hours per 140 hours worked

## How to Apply

To apply, please submit your cover letter and resume by May 19th at 11:59pm to [resumes@splibrary.ca](mailto:resumes@splibrary.ca)

A confirmation e-mail will be sent to indicate the application's safe arrival. Only those candidates selected for an interview will be contacted.

## Competition Specifics

- **Interviews** to take place between May 26 and June 6
- Anticipated **start date** is June 30 or July 7
- Orientation and training will be provided

In accordance with the "Municipal Freedom of information and Protection of Privacy Act" personal information is collected under the authority of the Municipal 2001, and will be used for the purpose of candidate selection. Artificial Intelligence is not being used in the hiring process. Accommodations are available for all parts of the recruitment process. Applicants need to make these needs known in advance. Contact [hr@splibrary.ca](mailto:hr@splibrary.ca) for more information.

