



Library Page, Part-Time, CUPE

(Job # WSPL-004-25)

Status:	Part-time, Permanent
Date Open:	February 12, 2024
Date Closed:	March 1, 2024
Scheduled hours/shifts:	Up to 24 hours per week, evenings, and weekends
Salary:	\$19.979 per hour

Position Purpose

Under the direction of the Coordinator of Service Delivery, the Page position is responsible for the return of and placing in proper order, all library materials to the shelves.

Duties & Responsibilities

1. Checks missing books lists for missing items.
2. Checks condition of materials when shelving returns.
3. Shelves items on book carts.
4. Performs shelf-reading duties.
5. Picks up materials after patron usage and re-shelves.
6. Monitors supplies and advises Coordinator when restocking is required.
7. Other duties as assigned.

Qualifications and Requirements

1. Requires completion of high school diploma (grade 12).
2. Requires frequent lifting and carrying of library materials; pushing and pulling of heavily loaded book carts; frequent stooping and reaching.
3. Requires visual discrimination, the ability to read spine labels, and the ability to comprehend the Dewey Decimal Classification System.
4. Ability to utilize various pieces of library equipment, hardware, and software.

5. Self-motivated with a professional attitude.
6. This position is required to take every reasonable precaution in the circumstances for the protection of the health and safety of the worker.

How to apply

Please forward your resume in confidence by **March 1, 2025, at 4:30 p.m.** identifying **Job# WSPL-004-25 Last Name, First Name** in the subject line to careers@wsplibrary.ca . Please ensure your application is saved in one single document in PDF format.

The Stouffville Library is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. We respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.