

Position Title: Page

Department: Customer Services



At the heart of a vibrant urban/rural community of 100,000, Strathcona County Library (SCL) encourages literacy and lifelong learning, fosters community connections, and offers programs and services that inform, engage, and entertain. SCL provides excellent and accessible services from our Central Library in the Community Centre, our award-winning Bookmobile, and via satellite return centres located throughout the community. Opportunities abound to provide creative programs and services for young families, engaged seniors and all of the age groups in between. We offer a strongly collaborative team-based environment and the flexibility to maintain a good work/life balance. We are committed to fostering the principles of equity, diversity, and inclusion within our workforce and community. We welcome and encourage all qualified applicants.

Employment Terms

This is a non-permanent hourly, 10.5 hours a week position for a current high school or post secondary student. This usually involves working 1-3 evenings per week and weekends on rotation. In July and August, the position increases to 21 hours per week.

Anticipated Start Date: July 7, 2025

Pay Range: \$15.45 - \$16.22 paid hourly on a bi-weekly basis

Under the direction of the Page Supervisor, a Page sorts and shelves all materials in the library using both alphabetical and alpha-numeric systems, such as the Dewey Decimal system which uses both numbers and letters. All collections have their own specific rules for being shelved, many with their own exceptions to those rules that have to be considered. Pages work with amongst 100 different collections, many of which also have coloured labels. All of these things together require attention to detail to ensure each item is placed in its correct location. Pages work individually on carts, but are part of a 16 member Paging team. Their main task is shelving, but they also focus on shelf-reading, where individual collections are reviewed item-by-item to ensure each item is in the correct location. In addition to these shelving and shelf reading duties, pages also perform customer service related tasks, assisting patron to locate items and referring them to other staff as needed.

Duties and Responsibilities

- Sorts and shelves materials
- Regularly shelf-reads and shifts materials
- Provides customer service to patrons as necessary (i.e.: locates materials in the stacks or uses the catalogue, provides directional assistance, refers to the information desk for further help)
- Conducts regular cleaning of public computer stations, express check outs, and children's cushions in Readmore Hall
- Helps keep collections tidy and accurate by pulling damaged and mislabelled items
- Assists children with the Summer Reading Game
- Daily cleanup of the library
- Other duties as required, including but not limited to:
 - Assisting with finding hold materials on weekends
 - Assisting in the sorter room to check AV and empty bins
 - Helping with adult and children's programs and special events such book sale(s)

- Gathering materials for the In House Use Survey
- Kitchen clean up in the staff room
- Washing the shelves of the entire library in the summer
- Assisting in clearing the library when the library is being evacuated

Minimum Qualifications

- Successful completion of Grade 10
- Minimum 15 years old and a high school or post secondary student

Knowledge, Skills, Experience and Training

- Preference will be given to applicants who have volunteered or worked in a library setting
- Attention to detail for accuracy in shelving various collections
- Knowledge of Dewey Decimal system and collection specific shelving is an asset
- Ability to stand for the majority of the shifts
- Stamina required to push heavy book carts, reaching and bending to shelve materials
- Experience in a customer service environment is preferable

Working Conditions

- Repetitive motions for shelving
- Reaching to place materials on carts and shelves
- Moving heavy book carts
- Frequent bending, twisting, standing and walking
- Lifting boxes of books

Application Details

- Deadline to apply: Monday, June 9, 2025 at 9:00AM
- Interested applicants must submit a PDF cover letter and résumé with your first and last name in the title by e-mail to: recruitment@sclibrary.ca
- Please include your name in your email subject line and attachment(s).

Equivalencies of education and experience may be considered. In addition to providing a dynamic working environment, we offer competitive pay and benefits package.

This competition may be used to fill future vacancies for similar positions within the next 6 months.

Thank you for your interest in Strathcona County Library. We only contact candidates selected for interviews.

For more information visit Strathcona County Library website: <https://sclibrary.ca/>