

Powell River Public Library

Page, part-time

Posting open until May 31, 2024

Are you organized and enthusiastic about libraries? Would you like a year-round part-time job at the Library? Why not apply for the position of part-time Page? We are looking for a new team member who can work eight hours per week.

Our Pages work hard to sort and shelve items that are returned to the Library. Please read through the full job description, on our website.

This job is ideal for a student looking for rewarding part-time work.

Wage rate - \$19.62 per hour plus 15% in lieu of benefits.

To apply send a cover letter and resume by Friday, May 31, 2024 at 5 pm to Leanne Bashforth, Circulation Supervisor at lbashforth@prpl.ca, or drop off your resume in person at the Library.

Leanne Bashforth, Circulation Supervisor
Powell River Public Library
100-6975 Alberni St.
Powell River, BC V8A 2B8

The Powell River Public Library is an equal opportunity employer.



Page

The Page position is responsible for re-shelving and filing materials returned to or used in the library by its borrowers. They ensure that library collections are accessible by keeping materials in the correct place and maintaining the orderliness of the shelves. They maintain the welcoming atmosphere of the library by keeping the spaces tidy.

They report directly to the Circulation and Technical Services Coordinator.

Duties/Responsibilities

Re-shelves and files library materials.

Reviews library shelves to make certain that they are in good order, shifts collections as required, removes items from the shelves as required.

Pays regular attention to ensuring that the library public areas are neat and tidy.

Carries out other related duties as assigned.

Required Qualifications/Experience

Extreme attention to detail and ability to meet an exceptionally high standard for the good order and neatness of all library public spaces.

Capability to quickly master and follow the library's classification system(s) in order to keep library materials in good order.

Ability to work in a collegial environment where respect for library patrons and staff is of paramount importance.

The physical stamina and ability to perform the work tasks associated with this position.

Clear criminal record check and proof of job credentials.

Preferred

Completion of grade nine.