



## **Fort Saskatchewan Public Library Part-time Page**

### **Terms of Employment:**

This position is part-time with 15-20 hours per week, involving daytime, evening, and weekend shifts. The wage is \$15.30 per hour, paid on a bi-weekly basis.

Under the direction of the Operations Manager, the Page sorts and shelves materials in the library, as well as keeping all areas tidy. On occasion the Page provides directional, catalogue, or referral assistance to patrons.

### **Duties and Responsibilities:**

- Sorting, organizing and shelving library material
- Regularly shelf read and shift materials
- Assist with finding and checking in requested items
- Provide help using the catalogue, locating materials in the stacks, directional and referral assistance to patrons.
- Daily tidy up of the library, and paper recycling
- Assist with regular cleaning of the catalogue stations, public computers, and self check stations
- Assist with set up/tear down of tables & chairs for programs or events.
- Assist with adult and children's programs/special events preparation and/or delivery
- Other duties as required

### **Qualifications, Knowledge and Skills:**

- Excellent with alphabetical and numerical sequencing
- Knowledge of Dewey Decimal system and library collections an asset
- Attention to detail for accuracy in shelving
- Availability and flexibility for daytime, evening, Saturday and Sunday shifts is essential.
- Responsible, reliable and friendly
- Ability to maintain focus with repetitive tasks, and work independently
- Physical ability to stand for the majority of the shift, and move heavy book carts
- Physical ability for reaching and bending to shelf and shift materials

### **Application Details:**

Successful candidates will need to provide a Criminal Records Check.

Interested applicants are invited to submit a cover letter and resume to:

Kerri Twigge, Operations Manager  
Fort Saskatchewan Public Library  
10011 102 Street  
Fort Saskatchewan, AB T8L 2C5

Email: [ktwigge@fspl.ca](mailto:ktwigge@fspl.ca)

### **Deadline for application:**

- **Sunday, December 12, 2021**

***We thank all applicants for their interest, however, only those selected for interviews will be contacted.***