

Position: (Adult) Page, permanent

Hours: up to 10 hours per week

Compensation: \$15.79, plus 4% vacation pay

What we're looking for:

Pages are versatile, flexible people who want to make a difference in the community. They ensure that our materials are on the shelves for customers and staff to find; they use their powers and knowledge to shelve, move and search for library items. They help direct customers to the things they want and provide good customer service. They may also help create displays throughout the library or do special projects like weeding or inventory. Pages will also have basic training on the circulation desk.

Qualifications:

- High School Diploma or General Education Development (GED).
- Experience in a library or customer service environment is an asset.

Required Skills:

- Ability to provide effective customer service.
- Strong communication skills.
- Ability to contribute positively and work effectively within a team environment.
- Attention to detail and ability to file alpha-numerically.
- Effective time management skills.
- Ability to use personal computers in a Windows environment.

Notes:

- This position consists of varied schedules, primarily late afternoon into early evening and Saturday shifts. Typically, 1 or 2 weeknight shifts and/or
- Physical requirements of the Page position include lifting library materials, reaching to place materials on shelves, pushing and pulling book drop bins and carts, and frequent standing, walking, and bending.
- Satisfactory background screening is required, which includes a Criminal Record Check and Vulnerable Sector Check.
- If you do not have First Aid/CPR/AED training, we will request you receive certification (permanent staff members).

Application Process:

Vegreville Centennial Library strives to be a welcoming and inclusive workplace and encourages anyone with interest and the applicable qualifications to apply for this position.

Please email a copy of your cover letter and resume to librarian@vegrevillelibrary.ab.ca. Alternatively, you can hand in a physical copy to the manager or the staff at the library if the manager is unavailable. The library is located at 4709 50 St. in Vegreville.

Vegreville Centennial Library
4709 – 50 St Vegreville, AB T9C 1A6
www.vegrevillelibrary.ab.ca

Applications must be submitted by 5pm Monday, September 30, 2024.

Thank you to applicants for their time and submission, however, only those selected for an interview will be contacted.