

**Position:** Student Page, permanent

**Hours:** up to 10 hours per week

**Compensation:** \$15.79, plus 4% vacation pay

**What we're looking for:**

Student Pages ensure library materials are on the shelves correctly for customers and staff to easily find; they use their skills 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.

**Qualifications:**

- High school student 16-18 years old.
- Preference will be given to applicants who have worked or volunteered in a library.

**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.
- Physical requirements of the Student 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.

**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](mailto: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.

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.