

Wood Buffalo Regional Library



Page, Circulation Services Circulation Services Department Reports to: Circulation Services Coordinator

**Position Type/
Hours:** The Wood Buffalo Regional Library is seeking a Page to join the Circulations Services team. This is a part time position working 10 - 20 hours per week; including days, evenings and weekends.

**Primary Role
Focus:** Provide assistance with collection maintenance duties.

**Duties and
Responsibilities
Overview:**

- Sort, organize and shelve material; ensuring material is in the proper place
- Assist with checking in of Library material as required

Qualifications: **Required skills and abilities:**

- High School Diploma or equivalent
- Customer Service experience
- Organizes, analyzes, and prioritizes work skillfully and efficiently
- Ability to comprehend and use the Dewey Decimal System
- Knowledge of FOIP and the ability to interpret FOIP

Additional Requirements:

- The successful candidate will be required to provide a Vulnerable Sector Check conducted by the RCMP.

Physical Requirements:

- Performs a wide range of physical motions, which may include routine and repetitive bending, reaching and pushing, moving and carrying library materials. Must have sufficient strength to repeatedly lift books weighing between 1 and 10 pounds, including overhead lifting, to load transit boxes, book bins and push book carts weighing excess of 50 pounds.

Schedule

- Must be available to work days, evenings and weekends as per Library operational needs.
- Monday to Friday: Between 8:30am to 9:15pm
- Saturday and Sundays: Between 8:30am to 5:15pm

Hourly Rate: \$ 15.66 per hour starting rate

In addition to the rate of pay, we offer 6% vacation pay bi-weekly.

Closing Date: May 16, 2018

Posting Type: Internal & External
If you would like to apply for this position please forward your résumé, cover letter and three (3) references to the below contact. No phone calls, please. Please use "Page, Circulation Services" in the subject line.

Send application to workwithus@wbrl.ca

We appreciate the interest of all applicants; however, only those individuals selected for interviews will be contacted.