Cramahe Public Library

TOWNSHIP OF CRAMAHE PUBLIC LIBRARY

JOB DESCRIPTION

Job Title: Library Page
Hours: Number of hours per week – As Assigned
Responsible to CEO and Librarian on duty
Salary Range Minimum Wage

Job Summary: The person in this position is responsible for assisting the Librarian/Library Assistants with duties in Colborne library – as required. The Library Page's direct supervisor is the Librarian/Library Assistant on duty. The hours are one to two evenings a week (5-8pm) and one Saturday by weekly 11-3pm

The hours are: minimum 13 hours by-weekly with additional vacation and sick-leave cover opportunities

Responsibilities:

With respect to Public services

- Shelve circulated/returned materials as requested by staff on duty
- Shelf read the collection regularly to ensure all materials are in the correct order and that books and other materials are appropriately displayed
- Assist patrons to find appropriate library materials and information – if requested by staff to do so
- Notify patrons of reserves, interlibrary loans – if requested by staff to do so
- Assist with processing new books as directed by Librarian – covers, spine covers, barcodes, stamp
- Comply with all health & safety protocols & procedures
- Assist or create crafts under the supervision of senior staff

Other duties

1. Assist with other duties as assigned by Cramahe Library staff, Manager or CEO

Qualifications Needed:-

- The candidate must be attending High School or Home Schooled and be of High School age
- Computer literacy/knowledge of social media would be an advantage but is not obligatory
- Hand/eye co-ordination and dexterity would be an advantage for covering and sorting books
- Knowledge or understanding of how to use a *Cricut* machine would be an advantage
- Good communication skills and adaptability would also be an advantage