



The Cobourg Public Library

The Cobourg Public Library is seeking to hire a part-time **Student Page**. The hours for this position are between 6-16 hours weekly from Sunday to Saturday including afternoon/evening shifts.

The position falls within the bargaining unit of CUPE Local 25-02. Job competitions are resolved by considering the qualifications, skill, ability, and experience of candidates.

Job Summary: Under the direction of the Youth Services Specialist, Student Pages support the provision of Library services. This support is done by ensuring the collection materials are checked in and well organized, setting up for and providing assistance in preparing for programs, and completing opening and closing procedures.

Requirements: Applicant must be currently enrolled in a secondary or post-secondary institution and 14-years of age or older.

Responsibilities:

- Placement of all checked in materials on the shelves in the appropriate location
- Shelf reading to ensure that materials are correctly located on the shelves
- Reshelving of materials that have been removed from the shelves
- Check-in of materials deposited in the drop box
- Perform closure routines
- Meeting room setup as required
- Delivery of Library mail to outside postal bin
- Other duties as required

Skills, Knowledge, Training:

- Ability to alphabetize and arrange material in numeric order
- Relevant experience in a Library setting
- Able to take direction and follow procedures

Hours of Work: 6-16 hours weekly. Includes evenings, Saturdays and Sundays.

Wage: \$16.21 to \$17.24/hour

Candidates who wish to apply for this position must submit a resume to:

Rachael Purdy, Youth Services Specialist – rpurdy@cobourg.library.on.ca
by 5:00 p.m. on Friday, February 28, 2024.

***We thank all interested applicants.
However only those who are to be interviewed will be contacted.***