

Job Posting: Part-time Library Page

The Grande Prairie Public Library is seeking a part-time Library Page. If you are a cooperative team player who loves books, and organization and filing systems, we want to hear from you!

Under the supervision of the Customer Experience Specialist, the Library Page carries out a number of responsibilities.

Specific Accountabilities:

- Provides general library information to library patrons
- Customer service skills
- Maintains awareness of current GPPL resources and services
- Ability to sort efficiently in alphabetic, numeric or alphanumeric order. Develop a working understanding of the Dewey Decimal and other systems of library materials arrangement.
- Assist at the Customer Service desk and perform check-in and check-out procedures
- Assist with TRAC Interlibrary Loans and Shipping and Receiving
- Attention to detail and organizational skills
- Ability to perform physically demanding work such as pushing carts and lifting heavy packages
- Ability to work independently and as part of a team

Knowledge/Experience

- At minimum, applicants must be in Grade 9 or higher
- Applicants should be prepared for skill testing in Dewey Decimal and other systems of library materials arrangement
- Excellent interpersonal and customer service skills

Hours:

Evening and weekend shifts, approximately 6-12 hours per week

Compensation:

The Library Page position starts at \$15.78 per hour, the first step on a four-step grid.

How to apply:

Please submit your resume, cover letter, and three references by February 15, 2023.

Apply by e-mail to:

Fran Bartolotta

Customer Experience Specialist fbartolotta@gppl.ca

Though we thank all applicants for their interest, only those selected for an interview will be contacted.