The Cobourg Public Library

The Cobourg Public Library is hiring a part-time Student Page. This role offers 6–16 hours per week, with shifts scheduled between Monday and Sunday, including afternoon and evening shifts.

This position is part of the CUPE Local 25-02 bargaining unit. Candidates will be evaluated based on their qualifications, skills, abilities, and experience to determine the best fit.

Job Summary: Under the supervision of the Youth Services Coordinator, Student Pages play an important role in supporting day-to-day library operations. In this position, you'll check in and organize books and other library materials, assist with program setup and preparation, and help with opening and closing tasks. It's a great opportunity to gain valuable work experience, build organizational skills, and be part of a team.

Requirements: Applicants must be at least 14 years old and currently enrolled in a secondary or post-secondary school.

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: $17.41 to $18.51/hour

Candidates interested in this opportunity should submit their resume to the Administration Department no later than **5:00 p.m. on Friday, November 27th** : admin@cobourg.library.on.ca

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.