



January 8, 2018

JOB BULLETIN

Are you keen for details, love serving the public and have an insatiable appetite for learning? A Part-time Page is required at Moose Jaw Public Library effective January 29, 2018. This position is an entry level position involving a minimum of 20 hours per week, including morning, afternoon, evening, Saturday and Sunday shifts.

The successful applicant **must be available on a call-in** basis to cover for other staff who may be off work due to illness or vacation.

DUTIES INCLUDE: shelving library materials, shelf reading, checking materials in and out when necessary, maintaining a neat and orderly library environment, picking up mail and other related duties as assigned. Duties involve physical requirements like frequent standing, walking, bending, reaching, lifting library materials and pushing and pulling library carts.

QUALIFICATIONS: experienced in delivering excellent customer service; strong communication skills; attention to detail in a fast-paced environment, familiarity with computers and web-based applications; the capacity to work independently and a Criminal Records Check.

SALARY RANGE: \$11.16 - \$12.30 per hour (2017 rates)

APPLY TO: Gwen Fisher
Head Librarian
Moose Jaw Public Library
gfisher@moosejawlibrary.ca

DEADLINE FOR APPLICATIONS: January 19, 2018