



<i>Posting ID</i>	07-2025
<i>Posting Type</i>	Internal & External
<i>Posting Date</i>	August 1, 2025
<i>Closing Date</i>	August 14, 2025
<i>Number of Openings</i>	2

Page (Permanent, Part Time)

Wood Buffalo Regional Library (WBRL) is seeking a Page to join our team!

Key Responsibilities and Duties:

- Maintain excellent service standards.
- Empty return bins at MacDonalld Island Park. Pack and unpack library materials.
- Check in returned materials.
- Sort, organize, and shelve material.
- Shelf read and ensure material is in proper place. Shift material and collections as directed.
- Search for missing material and discard weeded material.
- Assist with material donations.
- Keep WBRL clean and organized.
- Assist with programs and events as required.

The Page works collaboratively with colleagues and is dedicated to meeting WBRL's service goals.

Education and Experience Qualifications

Required:

- A high school diploma or currently enrolled in Grade 10, 11, or 12.

Considered an asset:

- Recent experience working in a library.
- Standard First Aid Certification.

Knowledge and Abilities

The successful candidate must demonstrate:

- Commitment to customer service excellence.
- Knowledge of and ability to use technology including but not limited to computers and mobile devices, software (e.g. Microsoft Office and Google Docs), operating systems, and online applications.
- Excellent communication and interpersonal skills.
- Strong work ethic and level of personal accountability. Ability to be reliable.
- Ability to prioritize tasks.

Existing knowledge of the Dewey Decimal System and public library organization is considered an asset.

Physical Requirements

- Ability to perform a range of physical motions, including routine and repetitive bending, pushing, moving, and carrying library materials.
- Carrying and lifting up to 35 pounds.

Other Requirements

- Current, acceptable Vulnerable Sector Check conducted by the RCMP.

To view the full job description, please email workwithus@wbri.ca.

Schedule	10-20 hours a week. Must be available to work days, evenings, and weekends to meet WBRL operational needs. Typically required to work daytime shift on Saturday and Sunday, and an evening shift on a weekday.
Hourly Rate	\$16.72 per hour. In addition to the rate of pay, we offer 6% vacation pay biweekly.
Union	CUPE 2157-01
Reports to	Page and Courier Supervisor, Library Resources Department.

If you would like to apply for this position, please send your resume and cover letter to workwithus@wbri.ca. Please include Page in the subject line. We appreciate the interest of all applicants. Only those individuals selected for interviews will be contacted.

In the event there are no qualified applicants, WBRL may, at its discretion, waive all or part of the education or experience requirements.