Shelburne Public Library

Job Posting – Student Page

Are you a high school student looking for a job in a welcoming, community-focused environment? Shelburne Public Library is seeking a reliable, enthusiastic, and detail-oriented student to join our team as a **Part-Time Page**.

The Opportunity:

Pages play an important role in keeping the library organized, welcoming, and accessible to the community. The primary responsibility of this position is to shelve library materials accurately and efficiently so that patrons can easily find the books and other resources they need. **Hourly Rate:** $17.00

Duties Include:

- Sort and shelve books and other materials in their proper locations according to shelving procedures.
- Maintain neat, orderly, and organized shelves.
- Read shelf labels and understand alphabetical and numerical filing order.
- Straighten and organize books and materials on shelves.
- Identify and report misplaced or damaged materials to library staff.
- Assist with shifting and organizing library collections as required.
- Help maintain a clean, safe, and welcoming library environment.
- Perform other related duties as assigned.

Qualifications and Skills

- Current enrolment in high school.
- An interest in libraries, books, reading, and serving the community.
- Strong attention to detail and the ability to follow instructions.
- Good organizational skills and the ability to work independently.
- Reliability, punctuality, and a positive attitude.
- The ability to perform repetitive tasks while maintaining accuracy.
- The ability to bend, reach, stand, and lift library materials as required.

Work Schedule

- Part-time hours, including after-school shifts, evenings, weekends, and/or school holidays.
- Shifts will be scheduled based on library operational needs.

What We Offer

- A supportive and welcoming team environment.
- Experience working in a community-focused public service organization.
- The opportunity to develop organizational, communication, and time-management skills.

How to Apply

Interested candidates are invited to email a resume and brief cover letter outlining their interest in the position to:

Shannon McGrady
Chief Executive Officer
smcgrady@shelburnelibrary.ca
Application Deadline: November 30th, 2026

Please note that only those who are selected for an interview will be contacted.

The Shelburne Public Library is an equal opportunity employer. Accommodations are available for all parts of the recruitment process, and applicants are asked to make their needs known in advance.

By submitting your personal information to the Shelburne Public Library, you consent to the collection, use and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment.