



# Drayton Valley Libraries

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## Job Posting – Student Page

Drayton Valley Library is seeking **Student Pages** to join our team.

Student Page positions are seasonal from September to June. Student Pages are paid **\$15.00 per hour** and work an average of **6-10 hours per week** (one or two evening shifts per week and one to two Saturday shifts per month).

### About Our Libraries & Community:

Drayton Valley Library serves a population of over **14,000 residents** in the Town of Drayton Valley and Brazeau County. We are committed to providing quality library services that are both innovative and responsive to individual and community needs.

Learn more about the Drayton Valley Municipal Library at [www.draytonvalleylibrary.ca](http://www.draytonvalleylibrary.ca).

### Position Summary:

Student Page staff are vital members of our team. Page staff work to keep our library spaces and collections clean and organized.

Student Pages work in support of Service Specialists responding to user requests for help finding or checking out library items. Student Pages also assist staff in arranging or setting up space for program activities and help people with simple requests for service.

Student Pages will gain experience in organizing and arranging collection areas as well as providing excellent customer service. Pages may be assigned additional special projects as skill levels develop and as time allows.

**Supervision:** Under the direction of Service Specialist and Library Operations Administrator.

### Qualifications:

- Applicants must be between **15 to 18 years old** and must be enrolled in **grades 10-12**.
- Must maintain combined average school grades at **75% or above** to remain on staff.
- Work experience for credit may be arranged between library and school administration.

### Requirements:

- Positive and pleasant public demeanor with excellent communication skills.
- Excellent organizational and time-management skills.
- Self-motivated and able to work with minimal supervision or direction.
- Physical requirements: frequent standing/ stretching/ crouching.
- Must be able to lift 30 lbs (~15 kg).

### Application Submissions:

Interested candidates are asked to submit a résumé and cover letter to:

Douglas Whistance-Smith  
Director, Drayton Valley Libraries  
Box 6240  
Drayton Valley, AB. T7A 1R7  
[dwhistancesmith@draytonvalley.ca](mailto:dwhistancesmith@draytonvalley.ca)

Applications will be accepted until 4:00 pm on **August 23<sup>rd</sup>, 2019**. Only those applicants selected for an interview will be contacted.