



JOB POSTING

Part-time Permanent Student Page

8 hours biweekly

The Rocky Mountain House Public Library invites applications for the position of **Part-time Permanent Student Page**.

POSITION SUMMARY

Under the direction of the Assistant Manager, the Library Page is responsible for shelving and shelf reading library materials to ensure access to the collection. The Student Page gives top priority to excellent customer service.

RESPONSIBILITIES

The following duties and responsibilities are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Duties

- Shelves library materials
- Maintains library materials in proper order
- Searches shelves and retrieves items
- Sets up rooms for programs/meetings according to the necessary requirements
- Supports circulation (e.g. retrieves, sorts, packs and unpacks library materials, photocopies)
- Answers directional questions
- Directs community members to appropriate staff for assistance

REQUIREMENTS

Age: As per Alberta Employment Standards and schedule of this position the candidate must be 15 years of age or older.

QUALIFICATIONS

- Numerical and alphabetical skills required
- Previous work experience with customer service an asset
- Familiarity with the Dewey Decimal system an asset
- Basic computer skills an asset

Please state whether the above application requirements are met in your resume and/or cover letter.

Starting Hourly Rate of Pay: \$15.00

Regular Schedule: Monday 4 PM – 6 PM, Wednesday 4 PM – 6 PM – Additional hours may be offered depending on candidate availability.

Average of 8 hours bi-weekly plus 4% vacation pay, and 5% general holiday pay, variable hours may include some evenings and Saturday shifts.

Direct your cover letter and resume to Library Manager, Ben Worth, at ben.armh@prl.ab.ca

Competition closes: Friday, September 19th.

Rocky Mountain House Public Library hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply and self-identify.

We thank you for your interest in employment with Rocky Mountain House Public Library, however, only those candidates selected for an interview will be contacted.

Posting Date: August 22, 2025