

Position Description

Student Library Page

POSITION/TITLE: Student Library Page		
DEPARTMENT: Youth Services		
REPORTS TO: Youth Services Coordinator		
STARTING WAGE: TBD	EMPLOYMENT CATEGORY: Part-Time (less than 20 hrs)	WORK HOURS: 3 - 4 hours on a weekday and/or 2-4 hours on 1 or more Saturdays/month
POSITION SUMMARY: Works under the direction of the Youth Services Coordinator, shelving library materials, performing simple physical tasks to support library programs and services, giving basic directions to patrons and performing minor clerical tasks.		
MINIMUM QUALIFICATIONS: <ul style="list-style-type: none"> • High School student with working card/papers, as required • Ability to follow written and oral instructions and exercise initiative and good judgement • Ability to communicate effectively with staff and patrons • Ability to sort material in alphabetic or numeric order • Ability to lift objects such as books, supplies, files, tables, and chairs as well as reach up/down to shelve or retrieve materials and shelf-read 		
RESPONSIBILITIES AND PERFORMANCE STANDARDS: <ul style="list-style-type: none"> • Responsible for being ready to work as scheduled and required; may be asked to substitute other shifts • Sorts and shelves library materials • Reads shelves for accuracy of order, re-shelving materials as needed • Ensures neatness and proper order of library furnishings and other materials • Provides simple directional information to patrons • Does basic preparation of library material, labeling • Assists in preparation of Community Room for library programs and displays • Assists in updating outside library sign • Clears study tables and keeps furniture in order • Dusts or cleans materials • Will perform their duties in a manner that upholds the library's sustainability goals using practices that are environmentally sound, economically feasible, and socially equitable • Other duties may be assigned as needed by the Youth Services Coordinator • Although telework may occasionally be available, your supervisor must approve the hours/ dates for any remote work; the essential functions of this position require the work will be completed at the library 		