

Job Posting

Part-time Position Open – Page, Circulation Services

There is a high school student part-time Page position in Circulation Services open at the Prince Albert Public Library. Interested applicants, please submit your application (resume and cover letter) by email to jobs@princealbertlibrary.ca or bring a hard copy to the library addressed to Meghan O’Leary, Deputy Director.

Job Duties:

- Responsible for maintaining shelving standards, and keeping the library shelves neat and orderly
- Responsible to sort and file all library collections alphabetically and according to Dewey Decimal Classification numbering
- Performs basic circulation, clerical and light manual tasks
- Performs additional tasks as required

Required Qualifications:

- Must be a current high school student
- Must be a minimum age of 14 with parental consent
- Applicants ages 14 and 15 must complete the Young Worker Readiness Certificate Course available on the Saskatchewan.ca website

Required Knowledge, Abilities and Skills:

1. Ability to take direction and complete assigned duties, often without constant supervision; requires superb time management skills, attention to detail, and sound judgment
2. Ability to consistently provide courteous and friendly public service, to handle all situations with resourcefulness and tact, and to work well under pressure
3. Familiarity with computers
4. Good verbal and written communication skills
5. Proven ability to work cooperatively as part of a team, or independently
6. Ability to complete detailed work accurately

Desirable Qualifications:

1. Experience in a library environment
2. General office and clerical work experience

Salary (2025 rates)

Minimum wage