

Posting#21045

Now recruiting for a Library Page at

Barton and Kenilworth Branches

Number of Positions: 1

Start Date: As soon as possible

Library Pages work on a part-time basis, supporting library staff by ensuring timely access to library materials.

Their job duties include but are not limited to:

- shelving library materials
- emptying the drop box and sorter bins
- ensuring shelves and public areas are neat and in good order
- assisting staff in the performance of basic duties associated with daily operations
- full role description available upon request

Up to 20 hours a week, a typical schedule is Monday 11-7, Friday 2-6 and a Saturday rotation. Hours and schedule are subject to change.

Wage rate: \$19.05 hourly plus 4% vacation pay

Minimum Qualifications:

14 years of age or older

Must have completed Grade 8

A Criminal Record and Judicial Matters Check is required

Applying:

- The deadline for this application is 11:59pm on Friday August 18, 2023
- Please visit www.hpl.ca and proceed to Jobs at HPL to apply through the City of Hamilton recruiting site or drop off your resume at the location
- Candidates proceeding to the formal interview process will also be required to submit a minimum of three (3) references
- Submission of references also stands as consent to obtain reference checks, personal or background checks and personnel file information as the Hamilton Public Library may require in connection with your employment. We respect the confidentiality of applicants and check references near the final stages of the selection process.
- It is understood that the various checks referred are for employment purposes only and you agree that you will not hold any party liable for the information given or received

- By submitting a resume, you are declaring that the information contained is true and complete to your knowledge. You understand that a false statement may disqualify you from employment or cause your dismissal.

We thank all applicants who apply however only applicants considered for interviews will be contacted.

Vaccine Verification – As a condition of employment you are required to provide proof that you are fully vaccinated or provide proof of valid exemption satisfactory to the employer prior to your start date. You must acknowledge and agree to comply with any future vaccine policy requirements as an ongoing condition of employment at the City of Hamilton.

The Hamilton Public Library is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise if you require accommodation.