

Library Page

Position Title: Library Page (Temporary, 14-month contract)
Salary: \$20.11 Hourly
Location: Central Branch – Communications Department
Schedule: Up to 20 hours, days, evenings and weekends
Posted Date: December 16, 2025
Closing Date: December 23, 2025

Library Page

Work part-time, supporting Library Staff by ensuring timely access to library materials.

JOB SUMMARY

In the Communications Department, job duties include but are not limited to:

- Pick up community publicity (Info Desk) to be sorted
- Distribute community publicity and Communications project materials to departments and branches and track orders
- Update community boards and replace missing/torn/out of date postings
- Pick-up newspapers
- Fulfill Materials Request orders from branches and departments
- Replenish supplies in inventory and organize storage space
- Run regular maintenance checks on equipment (large format printer, folder, etc.)
- Occasionally assist with special event set-up/reset, art exhibit set/reset,
- Fulfill poster/cutter/lamination/supplies orders from Central/branches
- Check daily booking schedule for event changes
- Room set-ups – requires heavy lifting (40lbs+), hauling/moving/lifting/pushing tables/chairs/signs
- A/V set-up (as needed)
- Will be required to multi-task; work independently and as part of a team;
- Other duties as assigned related to the major responsibilities of the job

QUALIFICATIONS/COMPETENCIES/KNOWLEDGE/SKILLS

- 14 years of age or older
- Must have completed Grade 8
- A Criminal Record and Judicial Matters Check is required

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

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.