

JOB POSTING

Job Title: Student Page – 2 positions available

Permanent part-time; Starts Saturday, June 15, 2019

Are you tech-savvy, love to read, and have outstanding communication and customer service skills?

The library has a brilliant after-school opportunity for you! As a Student Page, you will provide front-line customer service to library patrons, while helping to keep the library running smoothly by assisting with a variety of "behind-the-scenes" tasks. You will gain valuable work experience while learning about a possible career in libraries and making a real impact in your community.

Apply now!

Terms of Employment.

- Starting wage is 13.85/hour.
- You must be available most Saturdays 10:00am – 4pm. Optional additional hours will be available throughout the year.

Responsibilities

- Provide outstanding front-line customer service to library patrons, including circulation services, answering basic reference and directional questions, and directing patrons to other staff and services when appropriate.
- Help to keep the library running smoothly by assisting with a variety of tasks as directed.

Skills and Competencies

- Navigate and perform a variety of tasks using various apps and devices;
- Perform sophisticated internet and library catalogue searches and evaluate results;
- Demonstrate excellent written and oral communication skills;
- Action-oriented, show initiative, motivated to succeed;
- Use your strengths to contribute to an efficient and effective team;
- Provide outstanding customer service through active listening, understanding patron needs, and showing respect for people and their differences.

Eligibility

- You must be 15-19 years and currently enrolled in high school.

To apply

- Send a resume and cover letter to Saara Itkonen (Chief Librarian) at saara@crestonlibrary.com.
Deadline to apply is Friday, May 31st.