

The team at the Pickering Public Library are collaborators and innovators. We embrace change, diversity and inclusion. We understand “the why” behind what we do, and we put library clients first.

Our hope is that when anyone visits the Pickering Public Library, whether in person or online, they don't just walk through a door. Instead, they step into a space that offers everyone possibility. Reveals potential. And provides community for all.

Does this sound like a workplace that aligns with the contributions you want to make in your career?

The Pickering Public Library has an opening for a reliable and hardworking non-permanent **Library Page**.

Summary:

This position ensures that Pickering Public Library clients can easily find items at the Library and that the Library is a tidy, organized, and welcoming space. Primarily responsible for library support tasks, including: shelving library books and other resources; maintaining materials in order; unloading items from drop boxes; packing and unpacking. This position will also perform other duties such as photocopying, straightening and tidying shelves, tidying library spaces, processing and repairing of library materials including taping, labeling etc.

Salary: \$18.33/hour
Hours: 12 hours per week
Start Date: April 2026

The Successful Applicant:

Under the direction of library staff:

- Shelves materials and empties drop boxes.
- Maintains materials on shelves in order.
- Photocopying and filing.
- Searches shelves for items.
- Packing and unpacking of library materials
- Supports programs by assisting with program set-up and take-down of materials and equipment.

- May assist with basic directional crowd control and way-finding in the library including escorting clients to staff members who can assist the client.
- Affixes labels, covers, etc., to materials making them physically shelf ready.
- Programs security tags and applies them to materials.
- Provides simple repairs of library materials.
- Tidies and sanitizes toys in children's spaces.
- Other duties consistent with job responsibilities. This may include assisting with clean-ups, dusting, moving chairs and tables, refreshment preparation, and minor maintenance tasks such as salting steps and paths.

Applicants Must Have:

- Grade 9 or equivalent
- Frequent lifting and carrying of library materials; pushing and pulling heavy book carts is required.
- Ability to work with fine detail.
- Ability to follow instructions and carry out tasks in an independent manner.
- Ability to sort by numbers and letters.
- Some computer skills required (i.e. checking email, library catalogue, participating in library training).

The successful applicant will be scheduled to work varying shifts including days, evenings, and weekends. The applicant may be scheduled at any location within the Library system.

We thank all applicants for their interest. Please note that only applicants selected for an interview will be contacted.

A satisfactory Vulnerable Sector Check is required for most jobs at the Library. Please note that job offers will only be made upon successful completion of all background checks.

Qualified candidates may complete an [online application form](#) where you will be required to upload your resume and cover letter (PDFs only) on or before **March 25, 2026 by 12:00 noon.**

Alternate formats of this document are available upon request.
Please speak to Human Resources for assistance.