



## **Library Page Job Description**

The Suttons Bay Bingham District Library is now seeking a part-time Library Page. The primary job duty is to keep the library in good order. The Library Page works under the supervision of other library staff and must be at least 16 years old.

We are looking for an applicant that is dependable, can follow directions, is good with detailed tasks, and has good communication skills.

The Library Page position is well-suited to the schedule of a high school student. During the school year Pages work 4-6 hours per week, with work scheduled around academic and extracurricular activities. During school breaks and in the summer additional hours are available, typically up to 12 hours per week. The starting rate of pay is minimum wage (\$9.87 per hour) with increases available over time.

To apply please submit a short letter stating why you are interested in the position, describing your previous volunteer or employment experience, and the name and contact information of one reference. This letter can be submitted by email to Nellie Danke at [director@sbbdl.org](mailto:director@sbbdl.org) or dropped off in person at the library.

### **Main job responsibilities include:**

- Maintain library shelves
- Locate items in library
- Check in returned items
- Use of digital collection
- Assist patrons using desktop computers with basic tasks
- Assist patrons in accessing library's wi-fi
- Assist patrons using copy machine to make copies or send images
- Processing of new library materials
- Basic library maintenance
- Assist other circulation staff as needed
- Work on supervised projects as needed