Job Posting

Milton Public Library is committed to inspiring through discovery, collaboration and creation. As one of the fastest-growing municipalities in North America, Milton Public Library (MPL) is an award-winning system focused on innovation. MPL empowers the community to: Read. Learn. Innovate. Connect.

Position:	Student Page
Status:	Part Time
Salary Range:	$16.90 per hour
Home Location:	Sherwood Branch
Hours of Work:	Up to an average of 24 hours per week including evenings and weekends

Position Summary

The Student Page inspects, sorts, and shelves library materials and maintains an orderly shelf appearance. The Student Page provides assistance in Information Services, Children's Services and Administration when required.

Typical Duties and Responsibilities

- Retrieves, sorts, and shelves all manner of library materials
- Inspects condition of items prior to shelving
- Maintains correct order of a designated area through regularly assigned shelf reading
- Removes items from book drop; checks audio visual cases for correct and complete contents
- Assists with children's programs as assigned
- Prepares art work and crafts for the Children's Department under the direction of the Children's Department staff as assigned
- Organizes back issues of newspapers and other information under direction of Information Services staff as assigned
- Tidies public areas on a daily basis
- Sets up Programming Room for meetings or programs as assigned
- Moves boxes or materials to other areas as assigned
- Performs other duties as assigned

Qualifications

- Minimum Grade 8
- Ability to file accurately by numeric and alphabetic sequence
- Ability to interact harmoniously and courteously with the public and staff
- Ability to follow established procedures with accuracy and attention to detail
- Ability to bend and reach the upper and lower shelves and lift items up to 10 kg

- Works as per the assigned schedule, including evenings and weekends as per the provisions within the Collective Agreement

Application Process

Interested candidates are asked to submit a resume and covering letter indicating how they meet the qualifications of this position by **November 8, 2026, by 11:59pm** quoting posting **26-11** to:

Human Resources
Email: careers@beinspired.ca

Candidates are asked to submit their cover letter and resume in a single document titled as follows: **LastName, FirstName_Posting#26-11**

ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

The Milton Public Library thanks all applicants for their interest, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, for recruitment purposes. Questions about this collection of personal information should be directed to: Chief Librarian, Milton Public Library, 1010 Main Street East, Milton, ON, L9T 6H7

The Milton Public Library is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process. If you require accom1modation at any time throughout the recruitment process, please contact Human Resources at **careers@beinspired.ca**