



Ajax Public Library
55 Harwood Ave. S.
Ajax, ON L1S 2H8
905-683-4000
ajaxlibrary.ca

Position: Page
Classification: Part-Time, Union
Location: Audley Branch, 1955 Audley Rd N, Ajax, ON
Salary/Wage: Under 18 is \$16.45 over 18 is \$17.45 [CUPE Grade 1]
Schedule: Approx. 10-15 hours per week (minimum 10 hours per week), evenings and weekends required
Date Posted: Friday May 16, 2025
Closing Date (Internal): Friday May 23, 2025
Closing Date (External): Friday May 23, 2025

Position Summary

Ajax Public Library is currently recruiting one (1) permanent candidate for the position of a **Page** (Part-Time) at the Audley Branch. This position is within a certified ISO environment, and in a manner that is consistent with Ajax Public Library's overall visions and goals, the Page shelves library materials, shelf reads, and maintains general tidiness in the library.

Education and Experience

- Completion of Grade 10 preferred

Preferred Skills

- Strong attention to detail required.
- Ability to work independently an asset.

Position Responsibilities

- Sorts and shelves library materials according to established procedures and searches and pulls materials from provided lists.
- Shelf reads to ensure materials are in proper order. Straightens material on the shelves and shifts material as necessary.
- Maintains tidiness and cleanliness of public areas, including shelves and computer equipment, as well as other areas as required.
- May assist in the processing of resource material and perform minor repairs.
- Assists and supports library programs and outreach, including set-up/take-down and material preparation.
- May photocopy and collate material as required.
- Performs room set-ups and assists with opening and closing tasks.

- Other library related duties as assigned.

What's In It For You

- OMERS defined benefit pension package optional;
- Free on-site parking;
- Confidential Employee and Family Assistance Program (EFAP);
- Free employee membership to Town of Ajax Fitness Facilities;
- Engaged learning culture and professional development opportunities;
- Collaborative team members who are driven by the Library's shared values and who are constantly inspired to do great work.

We Value

- **Intellectual Freedom:** We defend democratic principles, freedom of thought and expression.
- **Connection:** We facilitate connections to knowledge and to one another.
- **Inclusion:** We welcome people from diverse backgrounds and lived experiences.
- **Equity:** We strive to remove barriers and empower the entire community in pursuit of their goals and achievements.

Application Information

How to Apply

Candidates are invited to apply electronically to libraryjobs@ajaxlibrary.ca by 5pm on May 23, 2025. Cover letter and résumé must be submitted in Word or PDF format. Only emailed-in applications will be accepted. Paper applications dropped off in-person will not be accepted.

Contact and Use of Information

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information will be used strictly for candidate selection.

Provisions of Employment

Satisfactory vulnerable sector/Criminal Records Check from all applicable successful candidates.

Diversity and Accessibility in the Workplace

Ajax Public Library is an equal opportunity employer, committed to diversity and accessibility within the workplace, and ensuring all employees feel valued, respected, and supported. As a best practice, Ajax Public Library embraces diversity and gender expression through policy, staff training, and providing positive spaces. The Library encourages applications from all qualified candidates. Accommodations will be provided in all parts of the recruitment process as required. Applicants are asked to make their needs known in advance. Any information relating to accommodation measures will be addressed confidentially.