WOODSTOCK PUBLIC LIBRARY
INTERNAL/EXTERNAL JOB POSTING 2026-11

Page: (part-time, permanent)

DATE: November 26, 2026

JOB TITLE: Page
Pay Level 1

HOURS OF WORK: Not to exceed twenty-four (24) hours per week.
Schedule is subject to change and is not negotiable.
May include evenings, Saturdays and Sundays.

QUALIFICATIONS:

1. Some Secondary School education

DUTIES AND RESPONSIBILITIES:

1. Shelves books and other materials in library collections such as DVDs, books, periodicals, microforms, newspapers, etc.
2. Examines shelved materials to ensure that all items are in their proper location and arranged in an orderly manner and makes adjustments to materials to achieve these conditions.
3. Performs the functions necessary for the circulation of library materials, such as check-out, placing of holds, renewals, collection of fees and related tasks for short periods of time.
4. Assists in opening and closing library routines by notifying public of closing, locking doors, turning on and off lights and equipment, rearranging chairs and related tasks.
5. Cleans materials in library collections when required.
6. Attends departmental staff meetings.
7. Provides directional information in response to requests from the public.
8. Retrieves material in library collections from stacks and non-public areas.
9. Prepares craft materials for programs.
10. Performs related duties as assigned.

WORKING CONDITIONS:

Usual office environment. Frequent contact with the public. Moderate physical effort required including handling of materials of moderate weight, pushing and pulling of carts, lifting and moving books and other similar tasks.

SALARY RATE AND RANGE: $18.25/hr-$18.90/hr (2026 rates)

APPLICATION DEADLINE: **4:00 pm, Friday, December 4, 2026**

This is a bargaining unit position CUPE Local 1146-Library Unit. Library Unit employees will

first be given consideration for this vacancy followed by other applicants.

Interested persons are requested to submit a cover letter and resume to:

Lori Peixoto
Administrative Assistant
Woodstock Public Library
445 Hunter Street
Woodstock ON N4S 4G7
lpeixoto@mywpl.ca

Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Personal Privacy Act.

The Woodstock Public Library Board is an Equal Employment Opportunity Employer
Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.