



LIBRARY STUDENT PAGE – WILLIAMS LAKE LIBRARY TWO (2) PART-TIME POSITIONS

The Cariboo Regional District invites qualified applicants to apply for one of two part-time Library Student Page positions located at the Williams Lake Branch Library.

Position Summary: Reporting directly to the Area Librarian, the self-motivated and innovative incumbent will be responsible for providing library support services.

Applicants must be attending high school full-time, have completed Grade 9 and have a Social Insurance Number. Unless terminated earlier for other reasons, the position will terminate on August 31 of the year in which the successful applicant graduates from high school. To maintain employment, the successful candidate must retain their full-time high school status.

Education, Experience and Qualifications Required:

- Collecting, sorting and shelving materials, such as books, videos, audio and magazines.
- Monitoring and maintaining the appearance and order of books on shelves including identifying materials requiring repair or replacement.
- Retrieving library materials from the collection and performing shelf reading.
- Responding to patron inquiries by referring them to appropriate staff.
- Reorganizing books to accommodate space requirements.
- Cleaning up, restocking supplies and performing minor repairs of books.
- Basic knowledge of the Dewey Decimal System.
- Physically able to carry books and to push a loaded book truck.
- Self-motivated, efficient and possessing superior organizational skills.
- Working effectively with other staff and dealing pleasantly and tactfully with the public is essential.

Wage: This is a BCGEU position. The terms of this position include a wage rate of \$18.60 per hour with 6% vacation pay, 4.8% statutory holiday pay and \$1.50 per hour in lieu of benefits. A 6-month probationary period will apply.

Worksite Location: The successful candidate will work out of the Williams Lake Branch Library located at Suite A, 180 N. 3rd Avenue Williams Lake, BC.

Hours of Work: The position will include regularly scheduled shifts, including evenings and weekends, with the expectation that the incumbent will be available for short-term coverage for other Student Pages when required. The positions will work a total of 7 hours per week:

Schedule 1: Thursdays 3:30 pm - 6:30 pm and Saturdays 12:00 pm – 4:00 pm

Schedule 2: Tuesdays 3:30 pm - 6:30 pm and Thursdays 3:30 pm -7:30 pm

Qualified candidates wishing to apply and looking for a detailed job description please visit www.cariboord.ca/careers. Applications will be accepted until **4:00 p.m. October 13, 2026**. Applications must be in the form of a resume with an accompanying letter detailing qualifications and experience relative to the position. ***When submitting an application via email, please quote Competition #26-23.***

We wish to thank all candidates for their interest; however, only those selected to participate in the interview process will be contacted.

Bernice Crowe, Manager of Human Resources
Cariboo Regional District
Suite D, 180 North Third Avenue
Williams Lake, BC V2G 2A4
www.cariboord.ca/careers

Are you interested in relocating but want to know more about why you should make the move to the Cariboo? Learn more about our fulfilling communities, long trails and everyday play before you make the move: www.cariboord.ca/makethemove.