**Page Position**

**Hours:** 12/week

**Salary & Benefits:** Vermont Minimum Wage

**SCOPE**

Under the supervision of the Head of Circulation, the Page is responsible for returning materials to the shelves accurately and efficiently.

**MAJOR RESPONSIBILITIES**

1. Accurate shelving;

2. Assists in closing the library.

**OTHER JOB RELATED DUTIES**

Other duties as assigned;

1. Positive customer service for general patron directional questions;

2. General straightening of shelves as needed;

3. Assists with pulling materials;

4. Other duties as assigned.

**MINIMUM QUALIFICATIONS**

1. 16 years old or more;

2. Available on weekends and evenings;

3. Attention to detail and desire to keep things organized;

4. Able to lift or push 30 lbs on a regular basis.

*This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.*

April 2017