

Page, Part-Time

The Role

Redford Township District Library is seeking a dependable, detail-oriented Library Page to help keep library materials organized, accessible, and easy to find. The primary responsibility of this position is shelving, sorting, and maintaining library materials. This position is ideal for someone who can follow established procedures, work accurately, and stay focused in a busy public environment.

Key Responsibilities

- Shelf books, DVDs, magazines, and other materials accurately and efficiently.
- Sort returned materials by type, call number, or location.
- Read, rearrange, straighten, and tidy shelves.
- Identify and correct misfiled or out-of-order materials.
- Shift materials as directed to improve shelf space and access.
- Empty book drops and move returned materials for processing.
- Maneuver loaded book carts throughout the library.
- Check returned items for obvious damage, missing parts, or labeling issues.
- Provide basic directional assistance to patrons.
- Refer detailed account, reference, technology, or service questions to library staff.
- Assist with basic setup, cleanup, special projects, and other duties as assigned.

Minimum Qualifications

- Must be 16 years of age or older and have working papers, if required.
- Ability to learn and follow shelving procedures, including the Dewey Decimal System.
- Strong attention to detail.
- Ability to work independently and follow direction.
- Ability to interact courteously with patrons and staff.
- Ability to work in a busy, public environment.
- Ability to stand, walk, bend, reach, and move throughout the library for extended periods.
- Ability to push loaded book carts.
- Ability to lift and shelve materials weighing up to 50 pounds.

Employment Details

- Compensation: \$15.55 per hour
- Benefits: Pro-rated time off and paid holidays.
- Schedule: 9 hours per week; primarily evenings and weekends
- Reports to: Customer Service Specialist II

How to Apply

- Submit an application and resume at: rtdl.org/about/employment/
- Deadline: Position open until filled