

Library Page

Do you thrive in a dynamic environment? Use your ability to adapt and your keen eye for detail, to your full potential! Join the Ritzville Library District #2 as our Library Page.

Our mission at Ritzville Library District #2 is to enrich lives, build community, and provide educational and recreational resources for all. We strive to create an environment where our community can connect, explore, discover, create, and grow.

As our part-time Library Page, you will have the opportunity to utilize your skills to help keep the library's appearance neat and orderly by ensuring all library materials are in their proper place. We will rely on you to help assist with routine clerical duties that will positively impact our day-to-day operations.

Proud to Offer

- Work with a greater purpose
- Opportunities for growth and development
- Ability to gain experience in a library setting

We Require

- Must be at least 18 years old
- Ability to read and write in English

We Also Value

- Public contact or library experience
- Experience filing alphabetically

Job Contributions

- Provide exceptional customer service, answer directional questions, and refer customers to appropriate staff members for assistance
- Check-in library materials using our computerized library system and retrieve library materials from public and non-public areas for library staff or library users
- Read shelves for accuracy and re-shelve misplaced items
- Perform routine support tasks and shift materials
- Sort, shelf, and file various library materials
- Pack/unpack boxes of library materials and maintain the appearance of work and public areas

Working Conditions

- Library environment requiring evening and weekend availability
- Ability to push, stand, bend, stoop, and kneel for extended periods

- Ability to lift 20 pounds floor-to-waist; lift 10 pounds waist-to-shoulder, lift 5 pounds shoulder-to-overhead, carry 15 pounds a distance of 50 feet, and push/pull up to 50 pounds a distance of 100 feet

Stop by the Ritzville Library for an application or download one from our website ritzvillelibrary.org.