



**Position:** Page

**Location:** Fort Mill Public Library

**About Us:**

- The mission of the York County Library (YCL) is to enrich and sustain the lives of the citizens of York County by providing library services that meet their informational, recreational, and lifelong learning needs.
- Serving York County, SC, YCL is headquartered in Rock Hill, with branches in Clover, Fort Mill, Lake Wylie and York. In addition, YCL has a bookmobile and a specialized wheelchair accessible sprinter van to provide outreach services.
- Continuing its commitment to learning for education and entertainment, YCL offers a variety of free programs for adults, teenagers and children. From author visits to theatre performances, everyone can find something to meet their interests. YCL also provides classes for learning to use computers and the Internet.
- Along with its collection of print material, audiobooks, downloadable material and more, YCL also offers numerous electronic resources through its website and Virtual Library, most of which can be accessed around the clock from any computer. With computer terminals featuring Internet access, educational software, and more at all locations, YCL is well-equipped to meet the needs of the community in this digital age.

**Starting Salary, Hours, & Benefits:**

- Beginning salary is \$12.60 per hour for 15 hours per week.
- The weekly work schedule will include evenings and weekends.
- The benefits package for the Page includes participation in the South Carolina Retirement System.

**Essential Duties & Responsibilities:**

- The Page position is responsible for sorting and shelving of library materials; maintaining the orderly appearance of the collection; re-shelving of materials used in-house; and assisting with collection maintenance.
- Other duties, such as helping with opening and closing procedures, may also be assigned by the hiring manager.

- This job involves lifting up to 50 pounds, standing during the daily shift, and bending and reaching during the shelving process.

**Required Training & Experience:**

- High school diploma or an equivalent combination of education, training, and experience. High school students may also apply.
- Must be able to work evenings and weekends.

**Preferred Training & Experience:**

- Customer service and problem-solving skills.
- Self-starter able to work with minimal supervision.

**Application Process**

- Applications are available at any York County Library or online at [www.yclibrary.org](http://www.yclibrary.org).
- Resumes are required, and will not be accepted in lieu of a York County Library employment application. Incomplete applications will not be considered.
- The completed application along with the accompanying resume may be hand delivered, mailed or emailed to Tom Holloway, Branch Manager, Fort Mill Public Library, 1818 2<sup>nd</sup> Baxter Crossing, Fort Mill, SC 29708 ([tom.holloway@yclibrary.org](mailto:tom.holloway@yclibrary.org)).
- Eligible candidates will be called for an interview after the closing date listed on the posting.
- Due to the high volume of applications received, acknowledgement of their receipt will not be sent to applicants.

***This posting will close on December 22, 2023.***

*York County Library is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. York County Library seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires York County Library to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*