POSTING - Medford

Medford City Hall
85 George P. Hassett Drive
Human Resources Department, Room 204
HR: 781-475-5640 - Fax: 781-393-9489

POSITION:	Youth Services Page	**#J2026-0045 Posted: 08/24/2026**
DEPARTMENT:	Library	**Removed until filled**
HOURS OF WORK:	10 hours, nights and weekends expected.	
SALARY:	**$15/hour**	

The Youth Services Page is a part-time position open to current high school students and reports to the Youth Services Department. The position assists with maintaining the Children's and Teen collections and supports library staff by shelving and organizing library materials while helping ensure a welcoming, orderly environment for youth and families.

POSITION ELIGIBILITY: This position is open only to currently enrolled high school students.

RESPONSIBILITIES:

- Shelve books, media, and other library materials in Children's and Teen areas.
- Maintain materials in proper alphabetical and numerical order.
- Keep shelves neat, organized, and fully accessible to patrons.
- Perform shelf reading to ensure collection accuracy.
- Assist with displays, program preparation, and collection projects as assigned.
- Empty book drops and sort returned materials.
- Perform other department-related tasks as necessary.

EDUCATION & EXPERIENCE:

- High School Diploma, or GED.

WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Work is performed in a busy public library environment with frequent interruptions. The employee will be required to push and pull book carts, lift library materials, bend, reach, kneel, and stand for extended periods while shelving materials. Sufficient vision and attention to detail are required to accurately sort and shelve library materials.

The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.