

THE PAGE PROGRAM Frequently Asked Questions

1. How old do students need to be in order to become Pages?

The Page Program focuses on recruiting high school students. To apply, students must be at least 15 years of age by September 1, 2018, and entering Grade 10, 11 or 12 as a full-time student. Pages with a good work record may be eligible to work in the program until the end of their first year of postsecondary studies.

2. How much do Pages make?

Pages are currently paid \$13.60 per hour.

The Speaker's Page and Training Development Page are currently paid \$14.60 per hour.

The Head Page is currently paid \$15.60 per hour.

3. What do Pages do?

Pages work as part of a team with the Visitor, Ceremonial and Security Services branch, led by the Sergeant-at-Arms. Their primary job is to distribute messages and documents within the Chamber and to offices within the Legislature Building and Edmonton Federal Building for Members, Officers and staff of the Legislative Assembly.

In addition to performing daily duties during sittings of the Legislative Assembly, Pages participate in ceremonies such as the Speech from the Throne and Budget Day. Pages also assist with public events held at the Legislature such as Family Day and Canada Day and ceremonies such as the First Poppy Presentation, Service of Remembrance and various cultural ceremonies.

On a weekly basis, typically during Session, Pages participate in development seminars. As well, in the spring all Pages participate in an annual speech competition.

4. Are Pages expected to miss school?

Pages must make arrangements with their schools and teachers to keep their studies and assignments up to date while missing classes. It is the Page's responsibility to make up the work that is missed. Students must include a letter of support from their school as part of their application to the Page Program.

During sittings of the Legislative Assembly Pages are scheduled for at least three shifts per week Monday to Thursday.



5. Pages work during session. What and when is that?

Session is a series of meetings of the Legislative Assembly held in the Chamber of the Legislature Building. It generally includes spring (typically February to June) and fall (typically October to December) sittings.

During Session, Pages are scheduled for at least three shifts per week. Morning shifts are Tuesdays from 9:15 a.m. to 12:00 p.m. and Wednesdays and Thursdays from 8:15 a.m. to 12:00 p.m. Afternoon shifts are Monday through Wednesday from 12:45 p.m. to 6:00 p.m. and Thursdays from 12:45 p.m. to 4:30 p.m. followed by a Page development seminar, which runs until 6:00 p.m. Evening shifts are 6:45 p.m. to 10:15 p.m. as required.

	Monday	Tuesday	Wednesday	Thursday
<i>Morning</i>	<i>n/a</i>	<i>9:15-noon</i>	<i>8:15-noon</i>	<i>8:15-noon</i>
<i>Afternoon</i>	<i>12:45-6 p.m.</i>	<i>12:45-6 p.m.</i>	<i>12:45-6 p.m.</i>	<i>12:45-4:30 p.m.</i>
<i>Evening (as required)</i>	<i>6:45-10:15 p.m.</i>	<i>6:45-10:15 p.m.</i>	<i>6:45-10:15 p.m.</i>	<i>Development Seminar 4:30-6:00 p.m. (attendance required)</i>

6. How is working as a Page different from any other part-time job for students?

Being a Page is a unique work opportunity. While gaining work experience, Pages also learn first-hand how Alberta's parliament works. Instead of seeing clips of the Legislative Assembly on the news, they get to be at the centre of the province's democratic process.

Pages interact with a variety of people on a daily basis, including MLAs, Officers and staff of the Legislative Assembly. In representing the Legislative Assembly, Pages are expected to demonstrate professional and impartial behaviour in all interactions.

Additionally, through Page development seminars Pages meet and learn from distinguished guest speakers.

7. What are the Page Program objectives?

The objectives of the Page Program are to

- Provide support to Members and Officers of the Legislative Assembly in the Chamber during sittings of the Legislative Assembly*
- Assist Legislative Assembly staff in providing services to Members and Officers of the Assembly and the general public*



- *Promote an understanding of the institution of Parliament*
- *Provide developmental opportunities for Alberta's high school students participating in the Page Program*

8. **What are Page development seminars?**

Page development seminars involve guest speakers discussing a range of topics. Past guest speakers have included the Lieutenant Governor of Alberta, Canadian Members of Parliament and Senators, Members of the Legislative Assembly of Alberta, the Mayor of Edmonton and an array of professionals from different fields. Popular topics include career journeys and life experiences.

Past seminars have focused on learning and developing new skills such as communication and team building.

Participation in Page development seminars is expected as a part of a Page's work schedule. These seminars run from 4:30 p.m. to 6:00 p.m. each Thursday in October/November and February through May.

9. **What is the Page speech competition, and when is it held?**

The annual Page speech competition is an opportunity for Pages to improve their communication skills by preparing and delivering a three to five minute speech based on a topic chosen by the Sergeant-at-Arms with input from the Pages. The competition takes place each year in May. Pages attend a development seminar on public speaking and debate and are then given several weeks to prepare a speech. The speeches are judged by a panel, and the Speaker presents a cash award to the top three and an engraved prize to the winner at a luncheon held for all of the Pages.

10. **How do Pages get to and from work?**

Pages are responsible for arranging their own transportation to and from work. On-site parking is very limited.

When Pages are required to work evening shifts that run later than 8 p.m., the LAO will provide a taxi home for those living in the greater Edmonton area.

11. **What do Pages wear in the House?**

Pages are provided with uniforms. Uniforms must be returned when Pages leave the program.

Pages represent the Legislative Assembly of Alberta and must adhere to a high standard of dress and deportment at all times.



12. What qualities should Pages possess?

Pages are enthusiastic, respectful, discreet and able to work as part of a team, demonstrating strong interpersonal and communication skills.

Participation in the Page Program requires a great deal of commitment. Before applying, students must be sure that they are able to not only commit to the hours of work but also balance the scheduling demands with their school work and extracurricular activities. Students applying to the Page Program must be reliable and demonstrate a strong and consistent academic standing. This does not mean that a Page needs to be at the top of the class, but marks and study habits need to be strong enough to allow for the missed time from school.

In addition to strong academics, work experience and involvement with sports, music and community or volunteer activities are considered assets.

Note that as employees of the Legislative Assembly Office Pages are expected to be apolitical and nonpartisan in all aspects of their duties.

13. Do students have to be bilingual to be Pages?

While fluency in a second language may be considered an asset, Pages are not required to be bilingual.

14. Do students need to know about government and politics to be Pages?

Coming into the Page Program with an interest in government, politics and parliamentary procedure is helpful, but not necessary. Pages receive education in these areas as it pertains to their job.

*Information on the Legislative Assembly and parliamentary history in Alberta, can be found in *The Citizen's Guide to the Alberta Legislature* at <http://www.assembly.ab.ca/pub/gdbook/CitizensGuide.pdf>*

15. Can students from outside of the Edmonton area participate in the Page Program?

Applications from students throughout Alberta are welcomed and encouraged. Students from outside of the Edmonton area will need to arrange for transportation and accommodation. Opportunities for partnership between a student's home school and a local school in Edmonton may be possible and would provide continuity in a student's studies. These arrangements are the responsibility of the Page; as such, it is important for all interested students to discuss the Page Program with their family and school prior to applying.



16. **What do students gain from working as Pages?**

The Page Program is more than just a job. It is an opportunity to learn first-hand how Alberta's parliament works and how laws are passed in the province. While carrying out their duties, Pages gain work experience, career insights and learn job skills such as communication, problem solving and leadership.

17. **How many Pages work at the Legislature?**

There are 22 Pages plus one Training Development Page, one Speaker's Page and one Head Page. There are eight Pages scheduled to work each afternoon shift and six scheduled for each morning and evening shift.

18. **What do the Head Page, Speaker's Page and Training Development Page do?**

In addition to sharing the same duties as the other Pages, the Head Page, Speaker's Page and Training Development Page have additional administrative responsibilities and assist with daily supervision of Pages during session.

The Head Page and the Speaker's Page work as a team to co-ordinate work schedules, provide assistance and leadership to Pages in their daily responsibilities, monitor supplies and communicate with the Office of the Sergeant-at-Arms. The Training Development Page assists the Administrative Coordinator with Page training and development seminars.

Thank you for your interest in the Page Program. Should you have further questions, feel free to contact Human Resource Services at 780.427.1364 or at hr@assembly.ab.ca

