

**Gananoque Public Library
Job Description**

JOB TITLE: Summer Program Assistant

START DATE: 26 June 2026

END DATE: 21 August 2026

REPORTS TO: CEO

SUPERVISOR: CEO, Program & Outreach Coordinator

POSITION SUMMARY

The Summer Program Assistant will support the delivery and organization of summer literacy programs for children. They will also provide public service within the library, and help with special projects.

RESPONSIBILITIES

- Assist in the preparation and delivery of children's programs
- Support literacy engagement and activities that inspire a love of reading and learning
- Work on self-directed project/s (e.g. digitization of local history works/documents)
- Perform circulation activities, including checking books in and out and shelving materials
- Fill book displays and ensure that the library is in orderly condition
- Assist patrons in using technology, equipment and facilities
- Other duties as assigned

QUALIFICATIONS

- Must be returning to school in the fall as a full-time student
- Must be 16 years of age or older to apply
- Excellent customer service skills
- Experience and interest in working with children
- Ability to sit/stand for extended periods
- Ability to lift and carry 15lbs independently
- Ability to work in a self-directed manner and as part of a team in a busy environment
- Comfortable working with computers and automated systems
- Aptitude for organization with attention to detail and accuracy
- Excellent interpersonal and team-oriented workplace skills
- Bilingualism would be considered an asset but not required
- Satisfactory Vulnerable sector check for those over 18 years of age

WORK CONDITIONS

- The work week will be determined, up to 35 hours per week
- Evening and weekend work may be required
- Work will take place in the library, outdoors, and at partner locations
- Pay rate is minimum wage (student rate applies if under 18)

Please send your resume and cover letter to Rachel Brown, CEO at ceo@gananoquelibrary.ca. This job is posted on our website at <https://gananoquelibrary.ca/about-us/>. The deadline for applications is May 11, 2026.

SKILL DEVELOPMENT OPPORTUNITIES

Transferrable and personal skills including:

1. Learning to work with children and families (educational frameworks, literacy development, emotional intelligence, engaging children's program planning and delivery).
2. Learning to provide safe, high-quality public, customer, and community service (helping people get the information resources and technical support they need, including vulnerable populations and seniors; dealing with complex social situations in the library setting).
3. Learning organizational and technical skills and (self-directed) special project management, which will be applicable to all future work scenarios.
4. Learning safety and leadership skills in a public service environment.

This position will afford the opportunity to develop strong interpersonal skills while interacting with people of various ages and abilities in an accessible and supportive environment.