



**Library Assistant, Summer Program Leader
Seasonal Full-Time (35 hrs/week) - \$18.77/hr**

Due to a vacancy and with funding support from the Canada Summer Jobs program, the Grey Highlands Public Library is accepting applications for the contract position of Summer Program Leader. This position is scheduled for 35 hours per week, from June 23, 2026 to August 21, 2026. The Summer Program Leader will assist with the planning and delivery of engaging summer programs for children and youth.

Tasks will include but are not limited to the following:

- Assist in planning and running weekly story hour and craft programs, help organize and facilitate story hour and craft activities for preschool-age children.
- Support weekly special events, aid in the preparation and delivery of children's programs and activities for various age groups.
- Assist with summer programming management, including tracking participation, monitoring books read, and distributing posters, stickers, awards, and other materials.
- Help children with book selection when needed.
- Support public computer use, assist children and patrons with public computers, including internet access and software programs.
- Assist with collecting photos, videos, and stories from library programs and events for promotional use.
- Assist with circulation tasks, including check-ins, check-outs, and account management.

The ideal candidate must possess the following education, skills, & abilities:

- Proficiency with technology, including office equipment, Microsoft Office 365, internet research, basic computer troubleshooting, and social media platforms.
- Excellent verbal and written communication skills.
- Ability to work both independently and collaboratively.
- Strong customer service skills and a commitment to providing excellent service to patrons and staff.
- Flexible availability, including evenings and weekends across all library branches, with access to reliable transportation.
- For applicants aged 18 and over, employment is conditional upon providing a satisfactory Vulnerable Sector Check, acceptable to the Library.

Candidates are invited to submit resumes by **May 15th, 2026**, preferably by e-mail, referencing "Summer Program Leader" Jeff Rosenberg, CEO, 101 Highland Drive, Flesherton ON, N0C 1E0, jobs@ghpl.ca

We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted.

The Grey Highlands Public Library is an equal opportunity employer. Accommodations are available throughout the recruitment process; applicants should make their needs known in advance. This document can be provided in accessible formats upon request. Personal information will be managed per the Municipal Freedom of Information and Protection of Privacy Act and used only to determine employment eligibility. Pre-employment screening, including Criminal Record Searches and Employment References, may be required.