

The team at the Pickering Public Library are collaborators and innovators. We embrace change, diversity and inclusion. We understand “the why” behind what we do, and we put library clients first.

Our hope is that when anyone visits the Pickering Public Library, whether in person or online, they don't just walk through a door. Instead, they step into a space that offers everyone possibility. Reveals potential. And provides community for all.

Does this sound like a workplace that aligns with the contributions you want to make in your career?

The Pickering Public Library has two temporary openings for a reliable and hardworking **Summer Events Assistant**.

Summary:

Under the direction of events staff, provides administrative assistance and interacts with children and teens participating in the Library's summer reading programs. Provides online and in-person library event support for our children's and teen events.

Salary: \$19.60 per hour
Hours: 35 hours per week

The Successful Applicant:

- Assists with the TD Summer Reading Club by assembling reading packages, participating in promotional activities, participating in the launch and wrap-up events, listening to children's reading reports, handling data entry, etc.
- Assists with children's and teen events by preparing crafts and supporting Library staff delivering events.
- Responds to client inquiries and concerns, referring issues to senior staff if necessary.
- May provide direction to teen volunteers.
- May work on specific projects under supervision.
- Other duties consistent with job responsibilities.

Applicants Must Have:

- Current post secondary student.
- Experience working with children and teenagers.
- Interest and familiarity with children's and young adult literature.
- Customer service experience an asset.
- Detail oriented with superior organizational and time management skills.
- Superior written and oral communication skills.
- Strong technology skills; MS suite and database management.
- Ability to work flexible hours, including evenings and weekends, as required.

The successful applicant must be available to work flexible hours including days, evenings, and weekends. The applicant may be scheduled at any location within the Library system.

We thank all applicants for their interest. Please note that only applicants selected for an interview will be contacted.

A satisfactory Vulnerable Sector Check is required for most jobs at the Library. Please note that job offers will only be made upon successful completion of all background checks.

Qualified candidates may complete an [online application form](#) where you will be required to upload your resume and cover letter (PDFs only) on or before **Friday, June 19, 2026**.

Alternate formats of this document are available upon request.
Please speak to Human Resources for assistance.