

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 full-time 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: \$18.39 per hour
Hours: 35 hours per week
Start Date: May 26, 2025
End Date: August 29, 2025

This position is funded by Young Canada Works. Candidates must meet eligibility criteria. Any individual may be eligible for employment if they:

- Are a Canadian citizen or a permanent resident, or have refugee status in Canada;
- Are legally entitled to work in Canada;
- Are between 16 and 30 years of age at the start of employment;
- Have registered as a full-time post-secondary student in the semester preceding the YCW job (as defined by their educational institution) and intend to return to full-time post-secondary studies in the semester immediately following the YCW job;
- Are registered in the YCW online candidate inventory;
- Are willing to commit to the full duration of the work assignment; and,
- Will not have another full-time job (over 30 hours a week) during the YCW work assignment.

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 **Thursday, May 8, 2025**.

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