

## JOB DESCRIPTION

<b>Job Title</b>	Summer Reading Club Program Assistant		
<b>Reports To</b>	CEO		
<b>Hourly Rate</b>	\$22/hour	<b>Start Date</b>	Late June 2026
<b>Hours per Week</b>	35 hours/week	<b>Status</b>	Summer Contract for 8 weeks
To apply, please submit a cover letter and resumé to <a href="mailto:notplcareers@gmail.com">notplcareers@gmail.com</a> by <b>**5:00 p.m. on Thursday, April 30th, 2026**</b>			

### Job Summary

Do you love working with children? Are you creative, energetic, and a team player with a passion for libraries? If so, we'd love to hear from you!

The Niagara-on-the-Lake Public Library is hiring a Summer Reading Club Program Assistant to help plan, implement, and facilitate our summer children's programming. Working closely with the Children's Programmer, you will be a friendly, welcoming public face of the Summer Reading Club, introducing children and families to the library as a fun, engaging, and inclusive community space.

In this role, you will create and deliver interactive library activities and children's programs, support summer initiatives both onsite and offsite, and gain valuable hands-on experience in customer service, programming, and community engagement.

### Job Requirements

- Experience working with groups of children.
- Experience in public service.
- Grade 12 completion and/or post-secondary education.
- Between the ages of 15 and 30 and be a Canadian citizen, permanent resident, or refugee (grant funding requirements).
- Experience working with children and families in educational, recreational, or community settings.



- Strong communication and interpersonal skills.
- Ability to plan and facilitate creative, interactive programs.
- Valid driver's license and access to a reliable vehicle, with the ability to transport program materials between outreach locations.
- Current First Aid and CPR certification is an asset.
- A Vulnerable Sector Police Check is required.

## Details

- This is a grant funded position.
- The position begins in late June and continues into August 2026.
- 35 hours per week for 8 weeks.
- Evening and weekend hours are required.

*The Niagara-on-the-Lake Public Library is committed to creating an inclusive, diverse, equitable, and accessible workplace. We encourage applications from all qualified individuals, including all equity seeking groups. If you require an accommodation at any stage of the recruitment process, please contact us at the email above as early as possible so we can support you.*

The above description outlines the key functions and responsibilities necessary for evaluating the role but does not encompass all job duties. The Library Board, CEO, and relevant supervisors are responsible for further interpretation of this job description. The Niagara-on-the-Lake Public Library reserves the right to modify, revoke, suspend, or change any part of this job description at any time.