



Shelburne Public Library

Job Posting – Summer Student

Are you a student enrolled in college or university looking for summer employment? Do you believe in the magic of stories? Do you have experience planning and facilitating engaging and educational programs for children?

The Opportunity:

Shelburne Public Library is seeking a Children's Library Assistant to join our small but mighty team from early May to August 2026. Under the direction of the Children's Librarian, the Children's Library Assistant will foster a love of literacy and life-long learning by assisting with our award-winning TD Summer Reading Program.

Duties include:

- assisting with the planning, development, implementation and the evaluation of programs that are accessible to all children and promote equity, diversity and inclusion.
- program and event set-up and take down.
- responding to patron inquiries and concerns and referring to senior staff when necessary.
- other duties as assigned.

Normal hours of work for this position will be up to thirty (30) hours per week. There may be a requirement to work various shifts, including some evenings and weekends.

Qualifications

- Full-time enrollment in a post-secondary education program, preferably in a library, creative, educational, or child-related field.
- Previous experience in program planning, event planning, working with children, and leadership would be an asset.
- Proficiency with Microsoft Office and familiarity with video/digital technology, editing software, and social media platforms.

Hourly Rate: \$18.00

Please note:

- The successful candidate will be required to complete a Criminal Record Check, including a Vulnerable Sector Screening. Criminal record checks must be dated within three (3) months of the employment offer to be considered valid.
- Virtual interview formats are available upon request.
- This position is subject to budget and grant approval and thus may be subject to change.

Qualified candidates are invited to apply no later than **12 p.m. on February 20, 2026**. Please email your resume and cover letter to Shannon McGrady, CEO, at smcgrady@shelburnelibrary.ca . Please note that only those who are selected for an interview will be contacted.

The Shelburne Public Library is an equal opportunity employer. Accommodations are available for all parts of the recruitment process, and applicants are asked to make their needs known in advance.

By submitting your personal information to the Shelburne Public Library, you consent to the collection, use and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment.