



**Whitby Public Library**  
doorway to discovery

**Summer Information Assistant  
Summer -- 12-Week Appointment  
1 Vacancy (contingent on funding)**

The Whitby Public Library is seeking qualified candidates for the above position.

This position is contingent upon receipt of funding from the *Young Canada Works in Heritage Institutions* program. This program allows young Canadians to gain practical work experience and to explore career opportunities in the heritage sector while earning money to help pay for their education.

This position offers the opportunity to work within a collaborative work environment in a growing and successful library system in the growing and vibrant community of Whitby, Ontario. Reporting to the Manager, Information Services, the successful candidate for this 35-hour per week position is passionate about providing excellent customer service and creating meaningful connections with our customers.

**QUALIFICATIONS:**

*Young Canada Works* requires candidates to be between the ages of 16 and 30 and be a high school, college or university student. Preference will be given to students who have completed one degree. Excellent communication and organization skills, strong technical skills and critical thinking skills are required. Fluency in English is required. The candidate should enjoy customer service and previous archives experience would be an asset.

**POSITION SUMMARY:**

The Summer Information Assistant will work in the Reference Department, supporting customer service by assisting with projects such as Discovery Zones, Discover Reads, programming and collection maintenance as well as providing technical training and assistance at the public service desk. They will also assist the Archives on several large projects during their tenure.

This temporary CUPE-affiliated position runs from June 8-August 29, 2026. 35 hours per week. \$29.75 per hour (2025 rate, subject to change).

Address applications to:

Corporate Services

Whitby Public Library, 405 Dundas St. W., Whitby, ON, L1N 6A1

[jobs@whitbylibrary.ca](mailto:jobs@whitbylibrary.ca)

[www.whitbylibrary.ca](http://www.whitbylibrary.ca)

Deadline for receipt of applications is **Thursday, March 19, 2026, at 5:00 p.m.**

The Whitby Public Library is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise Corporate Services of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

Acknowledgement will only be forwarded to those applicants who are invited for an interview.

Personal information provided is collected under the authority of The Municipal Act. The Whitby Public Library does not use artificial intelligence in its selection process.