



Whitby Public Library
doorway to discovery

Summer Library Assistant
Summer -- 12-Week Appointment
Vacancy: 1 (contingent on funding)

This position is made possible through 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 Director, Technology and Operations, 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 (YCW) 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 candidates who have completed one year of postsecondary education. This position will be of special interest to those enrolled in the Library Technician Program. Superior critical thinking and organizational skills, excellent communication and customer services skills, and an ability to work independently are all required. The successful candidate will also have superior computer skills. Experience with Horizon, the library's automated system, is considered an asset.

POSITION SUMMARY:

The Summer Library Assistant will work in the Technical Services and Borrower Services Departments in the Central Library. The successful applicant will also assist with inventory projects, preparing mailings and simple processing of materials. They will serve the public by assisting with the circulation of materials and dealing with simple questions from patrons, as well as assist with other duties as assigned. They will also oversee special projects in the Technical Services department during their time with the library.

This is a temporary CUPE-affiliated position running from June 8- August 29, 2025. The Summer Library Assistant reports directly to the Director, Technology and Operations

but also takes direction from the Manager, Borrower Services as the position works in both areas of the library. 35 hours per week. \$27.92 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

www.whitbylibrary.ca

www.Whitby.ca

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

Hiring for this position is contingent on receipt of YCW funding.

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.