

Job Posting

Milton Public Library is committed to inspiring through discovery, collaboration and creation. As one of the fastest-growing municipalities in North America, Milton Public Library (MPL) is an award winning system focused on innovation. MPL empowers the community to: Read. Learn. Innovate. Connect.

Position:	Library Assistant (2 Positions)
Status:	Summer Student – 8 weeks
Salary Range:	\$17.20 per hour
Home Location:	Main Branch / Beaty Branch
Hours of Work:	35 hours per week including evening and weekends

Position Summary:

The Library Assistant plays a key role in assisting the planning, organization, and execution of a variety of library programs and events. This position involves working closely with the Programming Librarians and Branch Managers to ensure programming is accessible, engaging, and responsive to the community's needs. The successful candidate will proactively assist with preparing materials, facilitating programs, and offering exceptional customer service to library patrons.

Typical Duties and Responsibilities:

- Assist in developing and delivering library programs and events (e.g., storytimes, book clubs, workshops, educational programs, and community outreach activities)
- Provide hands-on support during program activities, ensuring a welcoming and engaging experience for participants
- Coordinate program space setup and takedown, including equipment and materials
- Greet and assist patrons in person and over the phone, providing information about upcoming programs and helping them register for programs
- Foster a positive and inclusive atmosphere for library patrons by assisting with program inquiries and supporting event participation
- Prepare program materials, including handouts, crafts, and multimedia resources
- Assist with the maintenance and organization of program supplies and resources
- Assist with creating and disseminating promotional materials for programs
- Collect feedback from program participants to help assess program effectiveness and identify areas for improvement
- Assist in tracking program attendance and preparing reports on program outcomes
- Build positive relationships with community groups, schools, and organizations to support program outreach and collaboration
- Represent the library at community events and partner programs to promote library services and increase engagement
- Work with library staff and volunteers to ensure seamless program execution
- Attend meetings to discuss program plans and provide updates on program activities
- Assist with general library duties as required, including circulation tasks, shelving, and maintaining a clean and organized space

Skills and Qualifications:

- Ability to work with diverse groups, including children, teens, seniors, and individuals from various cultural backgrounds
- Strong organizational skills and attention to detail
- Excellent verbal and written communication skills
- Ability to travel between branches and offsite locations is required

Work Environment:

- Unionized position as part of CUPE Local 4366
- Ability to bend and reach upper and lower shelves and lift items up to 10kg
- Works in a fast-paced environment
- Works as per the assigned schedule

Eligibility:

This position is funding by Canada Summer Jobs (CSJ). As such, all candidates must meet CSJ requirements as outlined below:

- Be between 15-30 years of age, at the start of the funded position
- Be a Canadian Citizen, permanent resident, or someone to whom Refugee Status has been granted/conferred

Note: International students, and those who are here in Canada on a work, youth, or visitor visa/permit are not eligible for the program

- Have a valid SIN

Application Process:

Interested candidates are asked to submit a resume and covering letter indicating how they meet the qualifications of this position by 11:59pm on May 11, 2025 quoting posting 25-07 to:

Human Resources

Email: careers@beinspired.ca

ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

The Milton Public Library thanks all applicants for their interest, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, for recruitment purposes. Questions about this collection of personal information should be directed to: Chief Librarian, Milton Public Library, 1010 Main Street East, Milton, ON, L9T 6H7

The Milton Public Library is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process. If you require accommodation at any time throughout the recruitment process, please contact Human Resources at careers@beinspired.ca