



Summer Program Assistant

At the Fort Erie Public Library we believe that a strong library system is a cornerstone of a strong community. Our role is to support education, literacy and life-long learning for the residents of Fort Erie.

Wage: \$20.50/ hour

Employment Type: Temporary Contract

Dates: Tentative start date: Monday June 2nd until August 30th, 2025

Job Description

The Fort Erie Public Library is hiring two Summer Programming Assistants to support our TD Summer Reading Club (TDSRC) programs. This is a great opportunity for post-secondary students seeking hands-on experience in program planning, community engagement, and child/youth services.

The Fort Erie Public Library is looking for outgoing, creative, and independent individuals to facilitate a fun and engaging TDSRC program, both in branch and at designated outreach locations. Previous experience planning events or working with children is an asset. The successful candidate will be required to work at any of the Fort Erie Public Library locations on a varied schedule which includes evenings and Saturdays.

This role will help you build resume-worthy skills in event planning, public speaking, and outreach; gain experience in a supportive, community-focused environment; and develop transferable skills in public speaking, event planning, and digital literacy, all of which are valuable for future careers in education, libraries, or nonprofit work.

Ideal Candidates Will Have:

- Interest in education, child development, library sciences, or community work (perfect for students in related fields!).
- Strong written and verbal communication skills.
- Experience creating and running programs and activities for children and/or teens including storytimes, crafts, and other library programs.
- General knowledge of information technology, including proficiency with Google, Outlook, and Canva.
- Able to multitask effectively in a busy environment.
- Strong communication skills interacting with children, parents, and community members.

- Experience in libraries or non-profit organizations is an asset.

Bonus Qualifications:

- Previous library, nonprofit, or teaching experience.
- Background in Education, Early Childhood Studies, Recreation, or Communications.
- Multi-lingual
- Experience communicating or working with historically excluded populations.

Eligibility for Canada Summer Jobs:

- Be between 15 and 30 years of age at the start of the employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada.

To apply for this position please email your resume to summerjobs@fepl.ca. Review will begin on **May 3rd, 2025. The posting will remain open until filled.**

Applicants must be eligible to work in Canada. While we appreciate all applicants, only those selected for an interview will be contacted. The Fort Erie Public Library is an equal opportunity employer committed to inclusive, diverse, and barrier-free recruitment and work environments. Please let us know if you require accommodation at any point in the recruitment process.