



Library Assistant (Children's Programmer)
12 to 15 hours per week, \$25.34 per hour

POSITION SUMMARY

The Library Assistant (Children's Programmer) is responsible for developing, organizing, promoting, and delivering children's programs and events at both library branches, as well as conducting outreach and visiting children's organizations throughout the municipality. Children include babies through age 15. This position includes both programming and circulation/customer service duties, under the general supervision of the CEO/Chief Librarian and the Manager of Public Services.

DUTIES AND RESPONSIBILITIES

- Plans, organizes, promotes, and delivers children's and youth programs and events in consultation with the Manager of Public Services
- Creates displays and passive programming in the children's and teen areas
- Conducts outreach to schools, nursery schools, daycares, homeschoolers, and other children-focused organizations in the community
- Assists with the creation of engaging posters and social media posts to promote programs
- Supports program registration and communication with participants
- Provides reference and reader's advisory services to patrons
- Participates in the selection of new children's library materials
- Compiles monthly and annual reports on programming activity
- Performs circulation duties as required

Please note: This job description is not intended to be a complete list of responsibilities. Duties, responsibilities, and activities may change as needed.

QUALIFICATIONS

- Ontario Secondary School Diploma
- Experience working with children
- Diploma in Library and Information Technician studies or Early Childhood Education is considered an asset
- Strong written and verbal communication skills
- Excellent planning and organizational abilities with the capacity to manage multiple tasks
- Experience in a public service setting, preferably in a public library
- Valid Ontario Class G Driver's Licence

APPLICATION INSTRUCTIONS

Interested candidates are invited to submit a resume to Christine Row at crow@mmpubliclibrary.ca by **Noon on Thursday, July 31, 2025**. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used solely for the purpose of job selection. If you require this document or any related materials in an alternative format, please contact us at 613-256-1037.