

**WOODSTOCK PUBLIC LIBRARY  
INTERNAL/EXTERNAL JOB POSTING 2024-02**

**Summer Student – Program Assistant**

**DATE:** February 13, 2024

**JOB TITLE:** Summer Student – Program Assistant (Temporary) x 2

**DATES:** May 27 – August 30, 2024

**HOURS OF WORK:** 35 hours per week.  
Schedule is subject to change and is not negotiable.  
May include evenings, Saturdays and Sundays.

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**NATURE OF POSITION:**

Reporting to the Public Services Supervisor, the Summer Student – Program Assistant plans, prepares and delivers programs for children and youth aged 3 to 15 years.

**QUALIFICATIONS:**

1. Minimum Grade 12 and must be returning to school full-time.
2. Experience planning and supervising children's activities in libraries, schools or recreational settings.
3. Familiarity with technology an asset.

**DUTIES AND RESPONSIBILITIES:**

1. Assists Public Services staff in the preparation of Summer Reading activities;
2. Assists Outreach Librarian with children's programs in the community (off-site);
3. Prepares materials needed for summer programming;
4. Prepares the program space for each program, and cleans the space after the program's completion;
5. Supervises summer program participants.

**WORKING CONDITIONS:**

Usual office environment. Some programs occur outdoors. Moderate physical effort required including handling of materials of moderate weight, pushing and pulling of carts, etc.

**SALARY RATE AND RANGE:** \$16.55/hr.

**APPLICATION DEADLINE:** 4:00 pm, March 8, 2024.

This is a bargaining unit position CUPE Local 1146 – Library Unit.

Interested persons are requested to submit a cover letter and resume to:

Lori Peixoto  
Administrative Assistant  
Woodstock Public Library  
445 Hunter Street  
Woodstock ON N4S 4G7  
**[lpeixoto@mywpl.ca](mailto:lpeixoto@mywpl.ca)**

We thank all applicants who apply, but advise that only those selected for an interview will be contacted.

Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Personal Privacy Act

The Woodstock Public Library Board is an Equal Employment Opportunity Employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.