

# External Job Posting, Pickering Public Library

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**Are you looking for a Summer Job? Are you passionate about Technology, the Community and Early Childhood Literacy? Then Pickering Public Library is the place for you!**

Pending funding from the Young Canada Works, Pickering Public Library has a summer job opening (June 7, 2021 to August 20, 2021) for a tech savvy, friendly and organized post-secondary student who enjoys helping people. The Student will provide online and possible in-person library event support as a Summer Events Assistant. Under the direction of event staff, the successful applicant will provide administrative assistance and event support for our children's and youth events.

This position is made possible largely due to the Young Canada Works grant, funded by the Government of Canada.

**Salary: \$16.72 per hour**

**Hours: 35 hours per week (378 hours in total)**

**To be eligible, a participant must:**

- be a Canadian citizen or a permanent resident, or have refugee status in Canada;
- be legally entitled to work in Canada;
- be between 16 and 30 years of age at the start of employment;
- have registered as a full-time post-secondary student in the semester preceding the YCW job (as defined by their educational institution); and
- intend to return to full-time post-secondary studies in the semester immediately following the YCW job.
- be registered in the YCW online candidate inventory;
- be willing to commit to the full duration of the work assignment; and
- not have another full-time job (over 30 hours a week) during the YCW work assignment.

**The successful applicant:**

- Will work in dual environment, in library and in a virtual environment from home pending provincial COVID-19 frameworks and the course of the pandemic.

Pickering Public Library is committed to inclusive, accessible, and barrier-free employment practices and to creating a workplace that reflects and supports the diversity of the community we serve. We encourage and welcome applications from qualified applicants including members of racialized groups, Indigenous Peoples, persons with disabilities, and persons of any sexual orientation or gender identity. Please let us know if you require an accommodation and we will work with you to ensure a barrier-free hiring process. For further information about Accessibility at Pickering Public Library, visit <https://pickeringlibrary.ca/faq/job-opportunities>.

- Will assist with the TD Summer Reading Club by assembling reading packages, participating in promotional activities, participating in the launch and wrap-up events, listening to children's reading reports, handling data entry.
- Will assist with children's events by preparing crafts and support Library staff delivering events.
- Responds to client inquiries and concerns. Referring issues to senior staff if necessary.
- May provide direction to teen volunteers.
- May work on specific projects under supervision.
- Other duties consistent with job responsibilities.

**The successful applicant will be working from home during declared emergency leave and will be scheduled to work varying shifts including days, evenings, and weekends. The applicant may be scheduled onsite, at any location within the library system, pending the outcome of the Pandemic and Emergency Orders.**

We thank all applicants for their interest. Please note that only applicants selected for an interview will be contacted. A satisfactory vulnerable sector/Criminal Records Check VSC (blue form) is required for most jobs at the library. Please note that job offers will only be made upon successful completion of all background checks.

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**Please quote Job ID #E-2 and email your cover letter and resume to:**  
careers@pickeringlibrary.ca

In your cover letter, please detail your strengths and work experience.

**Closing date for applications:** May 19 at 5:00 pm

**Planned starting date:** June 7, 2021 (Pending funding from the Young Canada Works program).

*Alternate formats available upon request. Please contact People and Culture.*

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