



**Ajax Public Library**  
55 Harwood Ave. S.  
Ajax, ON L1S 2H8  
905-683-4000  
ajaxlibrary.ca

**Position:** Summer Reading Club Assistant  
**Number of Positions:** One (1)  
**Classification:** Summer Student  
**Location:** System-wide, involving work at all branches and offsite  
**Rate of Pay:** \$17.56/hour  
**Hours of Work:** 35 hours per week; 5 days per week Sunday-Saturday, with evenings and weekends included  
**Employment Term:** May 5 – August 1, 2025  
**Date Posted:** February 10<sup>th</sup> – February 24, 2025

## Position Summary

Under the direction of the Coordinator of Community Engagement, the Summer Reading Club Assistant will assist with the implementation of the Summer Reading Program including program preparation, organization and running the Reading Buddies with teen volunteers, and performing story time program, outreach activities to the community, and other duties as assigned.

## Requirements / Eligibility

If you are ambitious and have experience and enjoy working with young children aged 4-11 and teens aged 14-18, we would like you to work with us! Due to the grant requirement, the candidate must be eligible to legally work in Canada, is between 16 and 30 years of age at the start of the employment, and currently is a full-time student and will return to full-time studies in the semester following the work experience. You must be interested in and have experience with children's programming and organizing teen volunteers. French proficiency is an asset.

Applicant should possess the following skills:

- be fluent in speaking, reading and writing in English
- have interest and experience in children's programming and working with teens
- demonstrate aptitude for coding, STEAM (Science, Technology, Engineering, Arts, Math) and digital media
- must pay attention to detail and have a high degree of accuracy

## What's In It For You

- Free on-site parking;
- Confidential Employee and Family Assistance Program (EFAP);
- Engaged learning culture and professional development opportunities;
- Collaborative team members who are driven by the Library's shared values and who are constantly inspired to do great work.

## We Value

- **Intellectual Freedom:** We defend democratic principles, freedom of thought and expression.
- **Connection:** We facilitate connections to knowledge and to one another.
- **Inclusion:** We welcome people from diverse backgrounds and lived experiences.
- **Equity:** We strive to remove barriers and empower the entire community in pursuit of their goals and achievements.

## Application Information

### How to Apply

Candidates are invited to apply electronically to [libraryjobs@ajaxlibrary.ca](mailto:libraryjobs@ajaxlibrary.ca). Cover letter and résumé must be submitted in Word or PDF format. All interested applicants must submit an emailed application only as physical copies will not be accepted.

**Applications must be received by 5:00 p.m. on Monday February 24, 2025.**

### Contact and Use of Information

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information will be used strictly for candidate selection.

### Diversity and Accessibility in the Workplace

Ajax Public Library is an equal opportunity employer, committed to diversity and accessibility within the workplace, and ensuring all employees feel valued, respected, and supported. As a best practice, Ajax Public Library embraces diversity and gender expression through policy, staff training, and providing positive spaces. The Library encourages applications from all qualified candidates. Accommodations will be provided in all parts of the recruitment process as required. Applicants are asked to make their needs known in advance. Any information relating to accommodation measures will be addressed confidentially.