



Job Posting: #2026-17
Job Title: Library Services Assistant
Department: Library Services
Reports To: Coordinator, Children & Youth
Status: Seasonal
Duration: May 4 - August 28, 2026
Hours per Week: Up to 30 hours
Hourly Rate: \$18.94 - \$20.90
Number of Positions: 1
Application Due Date: Sunday, April 12, 2026

Position Summary

This position provides a variety of support functions to the bibliographic and public services of the library. This position is also responsible for assisting in the planning and delivery of library programs for children and youth.

Role Specific Duties and Responsibilities

1. Develops and delivers, under guidance of the Children & Youth Coordinator, summer activities and programs for children and youth.
2. Encourage, promote, and assist customers with the registration and check-in processes for the TD Summer Reading Club.
3. Participate in community events throughout the summer to promote the library's programs, collections/resources, and services.
4. Assist with the advertising and promotion of library services and programs.
5. Assist with the daily operations of the library, including handling cash, shelving materials, and assisting customers.
6. Represent the library with customers and community groups/associations.

General Duties and Accountabilities

1. Provides and maintains a high degree of confidentiality and security of information at all times.
2. Work in compliance with the Occupational Health and Safety Act, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
3. Perform other duties as may be assigned in accordance with department and corporate objectives.

Education, Skills and Experience

1. Applicants must be currently enrolled in a post-secondary institution or within six months of graduation.
2. Volunteer time in a Library or cultural related discipline would be an asset.
3. Experience in delivering children's programs would be an asset.

4. Interest in working with children and youth.
5. Strong communication (written, oral, and interpersonal), organizational, public relations and customer service, flexibility, ingenuity, and time management skills.
6. Ability to be creative with program planning and implementation.
7. Ability to multi-task, to work with interruptions, be flexible, and work well under the pressure of a deadline.
8. Ability to interact and deal effectively and courteously with all levels of staff and the general public.
9. Proficiency in Microsoft Office programs, experience with Canva an asset.

Physical Demands and Working Conditions

- Physical demands require considerable sitting and computer usage. Working conditions are in a standard office environment. Some lifting required to a maximum of 35 lbs.
- Normal hours of work are 30 hours per week including evenings and weekends.

Contacts and Interactions

- Communicates regularly with the general public, municipal staff, and community groups

Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume as a PDF quoting Job #2026-17 by April 12, 2026, to:

jobs@meaford.ca

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact jobs@meaford.ca.