



INTERNAL/EXTERNAL POSTING

Employment Opportunity

Summer Student – Library Assistant

The Township of Southgate's Public Library is seeking an enthusiastic and organized student for the position of **Summer Student – Library Assistant** for the 2025 summer season, being approximately June 23, 2025 to August 30, 2025.

Under the direction of the Library Assistant and/or Librarian CEO, the Library Assistant will be a key member of the Children's Services team who will assist in the design and delivery of summer programs and outreach activities for children and teens. The Summer Programmer will also assist with the promotion, planning and implementation of the TD Summer Reading Club at the library and at various locations within the community. The student may also assist with other library duties as assigned.

Salary range: Under 18: \$16.45 - \$16.95 per hour
Over 18: \$17.45 - \$17.95 per hour

This position may be partially funded through grant programs and therefore students must meet the following criteria:

- Age between 15 and 30 years of age beginning of the employment period;
- Be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and
- Have a valid Social Insurance Number (SIN) at the start of employment.

For job descriptions, including qualifications and further information please visit the Employment Opportunities section of our website (www.southgate.ca).

Closing Date: Thursday, May 8, 2025 at 2:00pm local time

Submit resume to: Township of Southgate
Re: Library Summer Student
185667 Grey Road #9
Dundalk, ON N0C 1B0
E-mail: employment@southgate.ca



The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

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 is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of candidate selection only.