Cobourg Public Library

The Cobourg Public Library is seeking an enthusiastic and responsible Summer Library Assistant to join our team. This temporary 8-week position is ideal for a student who enjoys working with the public, assisting children and families, and supporting library programs and services. The Summer Library Assistant plays an important role in helping deliver a welcoming, engaging, and vibrant library experience for the community.

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Job title: **Summer Library Assistant**

Reports to: Manager of Public Services

Salary: $20.00 / hour

Duration: 30 hours per week
                          Start Date: Monday June 22

Hours: Weekdays including one evening per week and occasional Saturdays
                          There is no work from home opportunities for this position

Key Responsibilities:
- Assist with planning, preparing, and delivering children's, teen and adult summer programs
- Help with the Summer Reading Club, including registration, reading logs, and activities
- Support outreach events and community activities
- Help create displays, promotional materials, and program resources
- Assist staff with special projects as assigned

Qualifications:
- Currently enrolled in secondary or post-secondary education and returning to school in the fall
- Strong communication and interpersonal skills
- Comfortable working with children, teens, and people of all ages
- Ability to work independently and as part of a team
- Familiar with public library services and programs
- Reliable, organized, and willing to learn
- Experience in using various social media platforms (Facebook, X, Instagram, Tik Tok)
- Knowledge of computer software programs such as MS Word and Excel
- Ability to work during days, evenings and weekends
- A clear vulnerable sector police check

How to Apply:
Students who wish to apply for this position please submit your résumé and cover letter to:
admin@cobourg.library.on.ca

Deadline to apply: 5:00 p.m. on Friday April 17th, 2026.

AI is not used in the Cobourg Public Library's hiring process.