

**BELLEVILLE PUBLIC LIBRARY and JOHN M. PARROTT ART GALLERY**  
**Job Posting**

**POSTING DATE (External): 19 May 2026**

**POSTING #BPL026-01**

**EXPIRY DATE (External): 2 June 2026**

**JOB TITLE: Summer Program and Collections Assistant**

**Position Description:**

Reporting to the Coordinator of Programs and Educational Services, the Summer Program and Collections Assistant will complete collection development work for the children and youth collections, evaluate the print collections and assist with weeding and with the selection of new materials. The Assistant will also work on the planning, preparation, and delivery of the Library's summer programs for children, including outreach, promotional work, and preparation of program materials, displays and activity spaces. The Assistant will work as part of a team of dedicated Library professionals to support and promote the Summer Reading Club, including by registering participants, tracking progress, and encouraging reading engagement. The Assistant may also perform shelving and shelf-reading duties and other tasks as required.

**Required:**

- Excellent written and oral communication skills
- Works well with others
- Works well with children and youth
- The ability to work as part of a team and also work independently
- Strong customer service skills and the ability to problem solve
- Creativity and a strong work ethic

**Desired:**

- Successful completion of secondary school
- Completion of some post-secondary training
- Experience working in a library setting or educational sectors
- Experience working with children and youth
- Computer skills and experience with Microsoft Office applications
- Skills working with social media and online applications and resources

**Eligibility:**

This position is supported by the Canada Summer Jobs program through the Government of Canada. Students are eligible to apply if they:

- a) are between 15 and 30 years of age (inclusive) at the start of employment;
- b) were registered as a full-time student during the preceding academic year;
- c) intend to return to school on a full-time basis during the next academic year;
- d) are students in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;

- e) are a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; (Foreign students are not eligible) and
- f) are legally entitled to work according to the relevant provincial / territorial legislation and regulations

**This is a temporary full-time position starting June 22, for a period of 8 weeks.**

**Evening and weekend shifts may be required.**

**Wage rate:** \$19.00 per hour

**Please forward application to:**

Audra Kent, Administrative Assistant  
Belleville Public Library & John M. Parrott Art Gallery  
254 Pinnacle Street, Belleville, Ontario K8N 3B1

[akent@bellevillelibrary.ca](mailto:akent@bellevillelibrary.ca)

*The Belleville Public Library invites applications from all qualified individuals. The Library is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, women, Indigenous people, persons with disabilities and persons of any sexual orientation or gender identity.*

*Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.*

**ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.**

The Library thanks all applicants for their interest, however, only those selected for an interview will be contacted.