

2025-45e

## Programming Assistant

Part-time, permanent, unionized

### The Opportunity:

The Kingston Frontenac Public Library (KFPL) has an opening for the position of Programming Assistant, part-time, permanent, unionized.

### Hours of Work:

The hours of work for this position are scheduled over a 3-week rotation (see below). There may also be opportunities to work additional shifts on a casual, call-in basis.

**Week 1:** Mon. 9-12, Tues. 12-8, Wed. 12-8, Sat. 9-5

**Week 2:** Mon. 9-12, Tues. 12-8, Wed. 12-8, Fri. 9-5

**Week 3:** Mon. 9-12, Tues. 12-8, Wed. 12-8, Sat. 9-5

### Primary Duties:

The successful candidate will perform a variety of tasks that assist in providing library services to the community, including program delivery for all ages, from early childhood through adult, as well as participation in community outreach across the City and County (e.g., Play to Learn, Craft and Create, guest speakers, Queen's student orientations).

### Requirements:

- Two years' post-secondary education, with a focus on literacy, education, early childhood education, and/or performance arts.
- 1-2 years' experience planning and delivering programs and events for the public in a library, educational, makerspace or performance setting.
- Experience working with children and youth would be an asset.
- Skills with a second language, particularly French or an Indigenous language, would be an asset.
- Excellent customer service and de-escalation skills, tact, resourcefulness, and flexibility, as well as a passion for library service.
- Working knowledge of computers and devices (e.g., printers, tablets, e-readers), and commonly used software such as Microsoft Office; Google Chrome; Windows; and be comfortable with using KFPL's digital collections and services (e.g., Overdrive), social networking applications and email applications (e.g., Gmail).

- Valid G driver's license; must be comfortable driving the KFPL minivan and courier vans.

## Compensation:

Hourly rate is \$27.96 - \$30.67 (plus 6% vacation pay and 14% in lieu of benefits). This position is covered by the terms of the CUPE Local 2202 collective agreement with the Kingston Frontenac Public Library.

☒ Existing vacancy      ☐ Expected vacancy

## Conditions of Employment:

The successful candidate, to whom an employment offer has been made, shall be required to provide at their own expense:

- A current Criminal Record Check (CRC), including vulnerable sector.
- A current three-year uncertified driver record.

## How to Apply:

Interested candidates may apply by email to [jobs@kfpl.ca](mailto:jobs@kfpl.ca) no later than **4:30 p.m. on Friday, September 12, 2025**. Late applications will not be considered.

Application emails should include:

- your name and the competition number in the subject line;
- an attachment or link to a single file (.pdf, .doc, or .docx format) that contains the following:
  - ↳ A cover letter and resume detailing the knowledge, skills and experiences that will facilitate your success in this role.
  - ↳ Contact information for three (3) professional references, including current and prior supervisors. Reference checks are undertaken as part of the recruitment process for candidates who successfully complete the interview stage.
  - ↳ A declaration of any familial, significant social or intimate personal relationships with KFPL employees.
  - ↳ A confirmation of availability to work the specified days and times.

Pursuant to AODA requirements, accommodations for disabilities are available to job applicants who are invited to participate in an interview and who request individual accommodation during the recruitment process.

The Kingston Frontenac Public Library acknowledges that our work takes place on the traditional territories of the Algonquin, Anishinaabe, Haudenosaunee and Huron-Wendat

and is home to Shabot Obaadjiwan First Nation, one of ten communities that make up the Algonquins of Ontario. We acknowledge the Mohawks of the Bay of Quinte and recognize that our region is home to First Nations, Métis, and Inuit from across Turtle Island, as well as Indigenous Peoples from other areas of the world.

The Library is committed to diversity in employment opportunities and welcomes employment applicants from equity seeking groups such as women, racialized/visible minorities, Indigenous/Aboriginal Peoples, persons with a disability, persons who identify in the LGBTQ2S+ community and others who reflect the diversity of Canadian society.

Artificial intelligence is not used in the recruitment process.

Visit us at [www.kfpl.ca](http://www.kfpl.ca).

*Thank you for your interest in the Kingston Frontenac Public Library. We appreciate all applications received; however, only those invited for an interview will be contacted.*

*Additional correspondence regarding this job posting will be sent to the email address provided. As an applicant, it is your responsibility to ensure that you check your email regularly.*