



2026-20e

Summer Reading Assistant

Full-time, temporary (*May 25 to August 22, 2026*), unionized

The Opportunity:

The Kingston Frontenac Public Library (KFPL) has an opening for the position of Summer Reading Assistant, full-time, temporary (*May 25 to Aug. 22, 2026*), unionized.

Eligibility:

This position is funded through Canada Summer Jobs programs and specific eligibility requirements apply.

As stipulated by Canada Summer Jobs (CSJ), any candidate hired must:

- Be a Canadian citizen or a permanent resident or have refugee status in Canada. (*Non-Canadian students or graduates holding temporary work visas or awaiting permanent status are not eligible.*)
- Be legally entitled to work in Canada (have a valid social insurance number).
- Be between 15 and 30 years of age inclusively at the start of employment.
- Have registered as a high school, college, CEGEP, or university student.
- Meet the specific eligibility criteria of the program to which you apply.
- Be willing to commit to the full duration of the work assignment.
- Not have another full-time job during the CSJ work assignment.

* Visit [Canada Summer Jobs](#)ⁱ for more information.

Hours of Work:

This position is based out of the Central Branch and the hours of work are scheduled over a 3-week rotation (see below).

Week 1 & 2: Mon. 9-5, Tues. 9-5, Wed. 12-8, Thurs. 9-5, Fri. 9-5

Week 3: Mon. 9-5, Tues. 9-5, Wed. 12-8, Thurs. 9-5, (Fri. off), Sat. 9-5

Primary Duties:

The successful candidate will perform a variety of tasks that assist in providing summer reading programs and services to the community.

- Promote KFPL summer reading clubs within branches and community outreach events.
- Plan, prepare and implement a variety of creative and engaging programs - with a focus on children and teens.
- Facilitate programs that foster a love of literacy. Programs may include book clubs, special workshops, weekly events, presenting at schools, and hosting special performances.
- Facilitate programs using Maker technology such as 3D printers.
- Ensure programming is accessible to all and promotes equity, diversity, and inclusion; incorporating opportunities to celebrate Indigenous culture.
- Promote and register summer reading participants via the digital platform Beanstack.
- Encourage and support staff in their knowledge of Beanstack and registering participants in summer reading programs.
- Monitor registration/statistics of the summer reading programs and provide weekly reports to the overseeing Librarians.
- Learn basic library procedures as needed.

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; Windows; and be comfortable with using KFPL's digital collections and services (e.g., Overdrive), social networking applications and email applications.
- Valid G driver's license; must be comfortable driving the KFPL minivan and courier vans.

Compensation:

Hourly rate is \$27.15 (plus 4% 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 a current CRC (Criminal Record Check), including vulnerable sector, at their own expense.

The successful candidate, to whom an employment offer has been made, shall be required to provide a current, uncertified driver record, at their own expense.

How to Apply:

Interested candidates may apply by email to jobs@kfpl.ca no later than **4:30 p.m. on Friday, May 15, 2026**. 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.
 - ↳ Confirmation of a valid G driver's license and willingness to drive the KFPL minivan and courier vans.

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 2SLGBTQIA+ 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.

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.

ⁱ [<https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/overview.html>]