



GRIMSBY PUBLIC LIBRARY

Job Opportunity

Internal/External Posting

Children's Programming Clerk – Part-Time

The Grimsby Public Library is seeking an enthusiastic and highly motivated individual to plan and deliver engaging, developmentally appropriate programs for preschool and school-aged children. Primary responsibilities include developing and facilitating children's programs, promoting the use of library collections and services, creating a welcoming and inclusive environment, and supporting early literacy, creativity, and a lifelong love of learning. This role also provides frontline circulation, customer service, and basic technical support to patrons. Working collaboratively as part of the library team, the Children's Programming Clerk contributes to high-quality service delivery and helps build meaningful connections within the community.

Scope of Duties:

1. Children's Programming (60%)

- 1.1 Plan, develop, and deliver engaging, high-quality, and developmentally appropriate programs for children (Story-times, Baby Time, Homeschool Hub) that support early literacy, creativity, and lifelong learning.
- 1.2 Design programs that intentionally support children's social, emotional, cognitive, and language development, incorporating evidence-based early literacy practices (singing, talking, reading, writing, and play).
- 1.3 Adapt program content, format, and delivery to meet the diverse needs, abilities, and interests of children and families in the community.
- 1.4 Evaluate program effectiveness through observation, attendance, and feedback, and apply insights to continuously improve offerings.
- 1.5 Foster a welcoming, inclusive, and supportive environment for children and their parents/caregivers, modeling positive and respectful interactions.
- 1.6 Promote the value of reading and library use by connecting families with appropriate collections, resources, and services.
- 1.7 Support and participate in class visits, including planning and delivering library experiences that introduce children to collections and services.
- 1.8 Assist with outreach initiatives in the community to increase awareness of library services and build relationships with local partners.
- 1.9 Contribute to the planning and delivery of special events and initiatives (March Break, Summer Reading).
- 1.10 Work collaboratively with colleagues to plan program schedules, share ideas, and ensure consistent, high-quality children's programming across the organization.

2. Circulation (25%)

- 2.1 Responsible for checking in and checking out library materials.
- 2.2 Place holds on library materials and collect holds from the collection.
- 2.3 Use the library information system software for circulation procedures.
- 2.4 Process deliveries to and from LiNC (Libraries in Niagara Cooperative) libraries.

3. Customer Service and Promotion (10%)

- 3.1 Register new borrowers and renew memberships.
- 3.2 Provide reference and readers' advisory services, both in-person and over the phone, using the library catalogue and 3rd party resources.
- 3.3 Explain circulation procedures, including LiNC requests and deliveries.
- 3.4 Register participants in library programs.
- 3.5 Collect payments for late fees, printing and photocopying, and program registrations and tickets – recording cash transactions according to accepted accounting practices and procedures.
- 3.6 Initiate positive social interactions and decrease social isolation for seniors in person and over the phone.
- 3.7 Keep sensitive information private such as personal information in the Library Information System, computer files on USB sticks, computers logged into personal email, documents left open, and print jobs left in the printer.
- 3.8 Create and fill library displays.
- 3.9 Promote library services and events through customer engagement.

4. Technical Support (5%)

- 4.1 Assist library patrons at the library's computer workstations: saving, downloading, editing documents including job resumes, converting different document/file types, working with external devices such as phones, signing up for email accounts, printing from the internet, working with photos, and translating text to other languages.
- 4.2 Provide support and instruction for users of the library's catalogue, website, and electronic resources, including databases, apps, Ebooks, and E-Audiobooks.
- 4.3 Provide support and instruction to users of the library's printer, photocopier, wireless internet and media lab.

5. Other

- 5.1 Work in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other application legislation, Public Library Policies, procedures and guidelines.
- 5.2 Perform other related duties, as assigned or directed.

Education

- Post-secondary diploma in Library Technician or Early Childhood Education or a related field.

License, Registration and Training

- Police Vulnerable Sector Check (Level 3) to the satisfaction of the Town.
- Valid Ontario Driver's License and access to reliable transportation.

Experience

- One (1) year of recent related experience or currently studying in post-secondary library related studies.
- One (1) year experience developing and delivering programming for children.
- Customer service experience or similar.

Knowledge/Skills/Abilities

- Strong computer and keyboarding skills, including proficiency with Microsoft Office applications.
- Excellent interpersonal, communication, and customer service skills, with the ability to engage positively with the public.
- Demonstrated ability to work collaboratively as a flexible and cooperative team member, adapting to changing service needs and priorities.
- Proven organizational skills, with the ability to prioritize multiple responsibilities in a fast-paced environment.
- High level of attention to detail and accuracy.
- Strong social awareness, empathy, and the ability to respond respectfully to diverse community needs.
- Ability to travel as required.

Why Work with Us?

At the Grimsby Public Library, we are committed to enriching lives, strengthening community connections, and inspiring lifelong learning. We value creativity, compassion, and innovation. As a Part-Time Children's Programming Clerk, you will join a supportive and collaborative team where your skills, ideas, and contributions make a meaningful difference in the daily experiences of our patrons.

Hours of Work: Part time, up to nine (9) hours per week, plus a once per month 1-5pm Sunday shift, may include occasional evenings and weekends as required.

Hourly Rate Range: \$24.90 - \$30.28 per hour

Reports to: Deputy Chief Librarian

Start Date: Position anticipated to start: Monday, May 4, 2026

How to Apply:

Interested applicants should submit a resume and cover letter by 5 PM on Friday, April 10 2026, to careers@grimsbylibrary.ca, referencing Children's Programming Clerk – Part-Time

The Grimsby Public Library is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please advise the Library to ensure your accessibility needs are accommodated throughout the process. We thank all applicants for their interest; however, only those being considered for an interview will be contacted.