



**Job Opportunity for a
ADULT SERVICES ASSISTANT – SUMMER PROGRAMMER**
30 hours per week
Innisfil ideaLAB & Library, Innisfil, Ontario

OUR ENVIRONMENT

Welcome to the heart of Innisfil at Innisfil ideaLAB & Library, where community, discovery, and joy thrive. We offer a nurturing space for growth, with plenty of opportunities for learning and development. Our team is the cornerstone of our success, bringing their unique ideas and talents to create exceptional experiences. We value diversity and are dedicated to welcoming individuals who reflect the richness of our community.

OUR TEAM

Join our passionate and friendly team, where every interaction is filled with warmth and possibility. We embrace creativity, encourage each other to shine, and relish the excitement of new challenges. At our core, we champion equity, diversity, inclusion, and accessibility, ensuring that everyone feels valued and respected. Together, we're building a library that truly serves and celebrates our diverse community.

POSITION DESCRIPTION

The Adult Services Assistant will work closely with the Community Librarians and Outreach & Partnerships Librarian to support and offer exciting, engaging, and high-quality programming for adults and seniors.

- Run programs and offer services and support for Adults and Seniors
- Assisting with researching and developing new programs
- Assist with materials preparation, the creation of resource handouts
- Act as secondary support staff for events and programs as required
- Gather statistics on all programs and regularly report on activities to ensure programs support the Library's strategic goals

This is a fourteen-week position starting the week of May 25, 2026, with a 30-hour workweek.

WHO WE'RE LOOKING FOR

As part of the Summer Programming Team, the Adult Services Assistant will work as part of our dynamic and highly collaborative Library Programming teams, leveraging their excitement and enthusiasm to create, support, and offer exciting, engaging, and high-quality programming for adults and seniors.

- Must be available to work flexible hours, including evenings and weekends
- Excellent interpersonal communication skills, able to work independently and as part of a team, takes initiative, and thrives in an environment that encourages self-directed time-management
- Experience working with groups of adults and seniors in a public library setting or equivalent

- Excellent technology skills, including comfort with mobile devices and tablets, and experience using Google Workspaces (particularly Forms, Sheets, and Docs) and/or Microsoft 365, and basic video creation and editing software
- Knowledge of literature and programming resources in a Library setting an asset
- Able to work at all three Library Branches, sometimes at more than one branch per day

GRANT REQUIREMENTS

The successful applicant must be

- between the ages of 15 and 30,
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment, **and**
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Pay Rate: \$20.85 per hour

RELEVANT POLICY INFORMATION

A police records check with Vulnerable Sector screen is required.

The Innisfil ideaLAB and Library is an equal opportunity employer and is committed to building an inclusive and diverse workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, gender identity and age. Accommodations for disabilities will be provided, on request, to support candidate participation in all aspects of the recruitment process. To request accommodation please contact jmiyasaki@innisfilidealab.ca or call 705-431-7410.

We thank all applicants for their interest; however, only those candidates invited for an interview will be acknowledged. Personal information contained in your resume is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for employment assessment purposes.

Please mail or email resumes by Tuesday January 27th, 2026

Mail: Job Opportunities
c/o Innisfil ideaLAB & Library
967 Innisfil Beach Road,
Innisfil, Ontario, L9S 1V3

Email: jobs@innisfilidealab.ca
Subject Line: Adult Services Assistant – Summer
Programmer