



Job Posting
Summer Student Programmer: Team Leader
Contract Position

Who We Are:

The Orillia Public Library is a one location library, located in the center of downtown Orillia. We are a community hub and sought out destination for residents of Orillia and surrounding areas. We actively engage and partner with local and surrounding organizations to further enhance our social, cultural, educational, and economic well-being. By doing so, we create opportunities for people to engage in learning, inspire imagination, exchange expertise, and cultivate possibilities.

Our Values:

We believe in inclusivity, learning, effectiveness, community, and service. We value community, creativity, respect, innovation, curiosity, and intellectual freedom.

Our Team:

We love and value our community and strive to provide the best services possible to our members. We encourage new ideas and collaboration among our team members, valuing everyone's strengths and differences, recognizing that our team is the heart of our library. We foster an environment of diversity and inclusivity, celebrating our uniqueness and individuality. Working with us means working within a culture of support, creativity, and inclusion.

Your Opportunity:

The Orillia Public Library is looking for an enthusiastic post-secondary student to join our team for the summer as Summer Student Programmer: Team Leader! This position will work with our team to create and provide quality summer programming for our community both in the library and out in the community. Applicants should have experience working with or programming for children, youth, families, and/or seniors. They should also be extremely comfortable with technology and learning new technologies, including Makerspace technologies and coding. They should be looking to cultivate and utilize leadership skills. A background in education or libraries is an asset.

36 Mississauga Street W. L3V 3A6

Telephone 705-325-2338

Fax 705-327-1744

www.orilliapubliclibrary.ca

Working Conditions:

Salary: \$23.60 per hour.

Status: Student Summer Contract May 4th, 2026 - August 21st, 2026.

Schedule: 35 hours per week, working a variety of daytime, evening, and weekend shifts.

Application Deadline: March 6th, 2026.

Location: The Orillia Public Library, 36 Mississauga Street West, Orillia, Ontario L3V 3A6

Position Responsibilities:

1. Lead the Student Programming Team in their planning, preparation, and implementation of age-appropriate programming for youth aged 0-18 years and their families. Offer advice and assistance when needed to ensure the common goal of delivering high quality programming for our community is met.
2. Plan, prepare, and implement age-appropriate summer programming for youth aged 0-18 years and their families in support of our TD Summer Reading Club program participation.
3. Support and collaborate with permanent programming staff to enhance staff-led programs. You will assist your team members in supporting their summer programs.
4. Provide outreach within the community. You will run programs in local parks and connect with local partners and organizations to enhance our summer program offerings.
5. Visit elementary and secondary schools to promote our summer programming, including the TD Summer Reading Club nationwide program. You will connect with teachers and students to promote general library services in addition to our summer offerings.
6. Work within our Makerspace and teach our community members how to utilize this space in a creative and safe manner. You will learn how to use equipment and technology such as 3D printers, laser cutters and engravers, sewing and embroidery machines, media conversion technology, and coding programs.
7. Work the Family Department service desk. You will provide excellent customer service, greeting patrons as they enter the department in a way that fosters further engagement. You will perform Readers' Advisory and Reference services to children, teens, and families. You will engage with participants of the TD Summer Reading Club while working the Reporting Desk, encouraging participants to discuss their weekly reading and fostering a love of reading. You will assist patrons with technology inquiries and utilizing library e-resources and databases.

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Your Qualifications:

Our ideal candidate would possess the following skills, experiences, and qualifications:

- Enthusiasm for working with children, youth, and families.
- Experience with and enthusiasm for providing fun and engaging programming to children, youth, and families.
- Experience and comfortable working with and learning new technologies, including Makerspace technologies and equipment such as (but not limited to) 3D printers, laser cutters and engravers, media conversion technology, and coding technologies.
- Excellent customer service skills and experience working or volunteering in a role that required customer service duties.
- A good working knowledge of popular picture books, junior fiction, and young adult fiction titles with the enthusiasm to expand your knowledge.
- Enrollment within a post-secondary institution. Candidates must be enrolled or returning to either college or university in the Fall as a full-time student. Enrollment within a library or educational program is considered an asset.
- Proficient with utilizing commonplace computer software such as Microsoft Office 365: Teams, Word, Excel.

This position(s) is partially funded through grants obtained via the Federal and Provincial Governments. The successful candidate(s) must adhere to the requirements instituted by the granting institutions:

- Be a Canadian citizen or permanent resident, or have refugee status in Canada.
- Be legally entitled to work in Canada (have a valid social insurance number).
- Be between 16 and 30 years of age inclusively at the start of employment.
- Be a college, CEGEP or university student.
- Be registered in the YCW online candidate inventory.

To apply, please send a covering letter and resume to:

Alexandra Gilston, Director of Children and Youth Services
Orillia Public Library
36 Mississauga Street West
Orillia, ON L3V 3A4
Email: agilston@orilliapubliclibrary.ca

A current Vulnerable Sector Screening will be required from the successful applicant as a condition of employment. We thank all those who apply but advise that only those applicants selected for an interview will be contacted.

The Orillia Public Library is an equal opportunity employer. We provide equal opportunities to all employees and applicants regardless of sex, gender, race, religion, ability, sexual orientation, sexual identity, or any

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other legally protected status. Through embracing diversity and fostering an inclusive community, we work to build a strong and vibrant team that reflects the rich diversity of our community and enhances our ability to serve the public effectively.

Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Library's Administrative Assistant at 705-325-2552 of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

This information is being collected under the authority of the Public Libraries Act, R.S.O. 1990, c. P.44, in order to identify potential candidates for job competitions. For more information, please contact Meagan Wilkinson, Library Chief Executive Officer at 705 325-2573.

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