

## Job Posting

### Children and Youth Programming Facilitator

**Competition #:** UB-2026-04

**Position Type:** Thirty-five (35) hours per week –  
One Temporary Summer Position (Start Date – May 2026)

**Schedule:** Monday - Friday

**Salary:** \$27.71/hr

**Closing Date:** March 19, 2026

*Working with the Thunder Bay Public Library and the Community*

#### POSITION DESCRIPTION

<b>POSITION TITLE</b>	Children and Youth Programming Facilitator
<b>CLASSIFICATION</b>	Library Assistant: Public Service Assistant
<b>UNION AFFILIATION</b>	3120
<b>PRIMARY RELATIONSHIP</b>	Librarian – Programming
<b>PRIMARY LOCATION</b>	TBPL
<b>EFFECTIVE DATE</b>	March 2026
<b>SUPERSEDES</b>	New

#### PURPOSE:

The Children and Youth Programming Facilitator supports the Thunder Bay Public Library’s mission of being a center for lifelong discovery by providing library services and programs aimed at children and youth.

#### ACCOUNTABILITIES:

1. Develop and deliver programs for children and youth, including (but not limited to): class visits, reading buddies, early literacy programs, summer reading, STEAM programs, Family Literacy Day, virtual programs, seasonal events, PA day programming, etc.
2. Maintains a working knowledge of the children/youth programs and services in order to be able to provide information and support to patrons and staff.
3. Assists with the implementation of programming initiatives as required.

4. Participates in creating displays in order to promote library services, collections, and programs.
5. Raises awareness and promotes the use of the library's programs, collections, and services throughout the community.
6. Assists with staffing and delivery of various outreach activities in the community, as required.
7. Delivers other various programs on an as needed basis.
8. Provides assistance to library patrons in a manner that is warm, welcoming and respectful while building relationships with patrons and actively seeks feedback from them
9. Provides basic assistance on the service desk as needed.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Additional duties, responsibilities and activities may be assigned from time to time as necessary.

**MASTERY:**

The position requires:

1. Enrolled in or have completed the Library & Information Technician Diploma or Bachelor of Education (primary/junior) program or equivalent.
2. A minimum of one (1) year relevant experience is preferred.
3. Proven organizational, interpersonal, communication, team. participation, problem solving and customer engagement skills.
4. Demonstrates empathy, judgement and initiative in working with patrons, staff, community groups and partners.
5. Commitment to superior customer service.
6. Current First Aid and CPR certification and Naloxone Certification is an asset.
7. Must undergo a successful Criminal Record Check.

**Application Information:**

Please submit your cover letter and resume by March 19, 2026 at 4:00pm to [kgunn@tbpl.ca](mailto:kgunn@tbpl.ca).

**Other Information:**

For more information on the Thunder Bay Public Library, please visit our website at: <https://www.tbpl.ca/>

The TBPL is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity.

The personal information obtained under this job posting is collected under the authority of the Public Libraries Act, 1984 and will be used to assess qualifications of applicants. Questions about this collection should be directed to the Chief Executive Officer.

The Thunder Bay Public Library is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process, if you require accommodation at any time throughout the recruitment process, please contact the HR Manager.