

Carleton Place Public Library - Employment Opportunity

Carleton Place Public Library is seeking two individuals to work as **Literacy Tutors** in summer 2026.

Summary: Reporting to the Children's Librarian/Assistant Librarian, Literacy Tutors are responsible for providing literacy training to children ages 3-8.

Job posting opening date: February 9, 2026

Job posting closing date: February 27, 2026

Hours: This is a temporary position. Up to 35 hours/week. Some weekends and evenings required.

Wage: Band 3 \$20.00-\$25.44

Contract Term: June 15, 2026 - August 21, 2026.

Required qualifications:

1. Experience working with young children.
2. Ability to create attractive and creative program displays.
3. Ability to communicate effectively with children, parents, and library staff.
4. Must provide a current Vulnerable Sector Check and Criminal Reference Check (dated within 6 months)
5. The funding for this position is dependent on a Canada Summer Jobs Grant. Applicants must be between 15-30 years of age at the start of employment, 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 legislation and regulations.

Desired qualifications: Knowledge of literacy training and techniques. Coursework in education. Current First Aid/CPR certificate.

Qualified candidates are invited to submit a detailed cover letter and CV outlining your credentials relevant to the position, using PDF or docx format by 12:00 PM Friday, February 27th, 2026, quoting the position and addressed to the attention of Human Resources by email to hr@carletonplace.ca.

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.



TOWN OF CARLETON PLACE

JOB DESCRIPTION

DEPARTMENT:	Library
DIVISION:	N/A
JOB TITLE:	Literacy Tutor
EMPLOYEE GROUP:	Non-Union
PAY GRID:	3
SUPERVISOR:	Programs and Outreach Manager
REVISION DATE:	March 2024

POSITION SUMMARY:

Responsible for providing literacy tutoring for children ages 3-8.

DUTIES AND RESPONSIBILITIES:

1. Provides tutoring in basic literacy skills for students over the summer.
2. Attends training sessions to develop tutoring skills.
3. Creates program decorations.
4. Develops program by creating course materials.
5. Evaluates program participants at beginning and end of each session.
6. Promotes the Literacy Tutor program and the library at community events.
7. Understands and explains guidelines of Summer Reading Club to participants.
8. Gives parents guidance to help them develop their child's literacy skills.
9. Creates a report at the end of the summer detailing the activities of the summer and providing feedback on how the program may be improved.

The above generally describes the duties involved with the position. However, municipal work is varied in nature and employees will be required to perform duties in addition to the above from time to time as directed by the Library CEO or designate.

POSITION REQUIREMENTS

EDUCATIONAL REQUIREMENTS:

1. High school diploma.

2. Coursework in education is an asset.
3. Current First Aid/CPR Certificate is an asset.

EXPERIENCE:

1. Experience working with young children.
2. Knowledge of literacy training and techniques is an asset.

SKILLS AND ABILITIES:

1. Computer skills including word processing.
2. Creativity – ability to create attractive and creative program displays and lesson plans that meet individual learning needs.
3. Flexibility – must be able to modify approach to meet the individual needs of students.
4. Ability to communicate effectively with children, parents, and library staff.
5. The successful candidate must provide a satisfactory criminal record check (dated within six months).

WORKING CONDITIONS:

The Literacy Tutor may be scheduled some evenings and Saturdays and may have to work odd or long hours at a time to complete special requests or projects and/or coordinate evening and off-hour activities. As these scenarios present themselves, the working schedule may be adjusted.

PHYSICAL DEMANDS:

The responsibilities will include physical demands such as lifting and carrying books and supplies for activities, events and external visits, and supervising active children. The Literacy Tutor will be expected to participate, instruct or train others in various Library programs.

ENVIRONMENTAL DEMANDS:

The Literacy Tutor will have to serve a number of people and projects at one time and will be interrupted frequently to meet the needs and requests of the public and of staff. The environment may be busy, noisy and the Literacy Tutor may be required to respond to emergency/stressful situations. The Literacy Tutor may be expected to provide some tutoring sessions outdoors, weather permitting.

SENSORY DEMANDS:

The sensory demands will include the use of a computer, which may cause eyestrain and occasional headaches.

MENTAL DEMANDS:

The Literacy Tutor may have to manage a number of requests and tasks at one time and must be prepared to deal with deadlines and unplanned interruptions that are a result of external customers, etc. Organization, time and stress management skills will be needed to complete required tasks. The Literacy Tutor will be required to think creatively and may be required to change techniques mid-lesson if the teaching methods they are employing are not effective for the pupil.

SAFETY:

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town's Safety Policy and understand their:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work.

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

WORKING RELATIONSHIPS:

INTERNAL	Library CEO and other Library staff.
EXTERNAL	General public, primary-aged students and parents, community organizations

APPROVED:

Employee

Library CEO

CAO