



Position Title: Librarian

Competition File # 2026.02.05_Librarian_PT

Department: Clinical

Reports to: Director of Care

Job type: PT- LiUNA local 3000

Hours of work: Up to 8 hours / week

Location: In Person - Providence Village, 1200 Princess St., Kingston, Ontario

Available Positions: 1

Compensation: \$31.01/hour (2026) plus 4% in lieu of vacation, 6.5% Fringe

Librarian

We are recruiting for a Librarian. This position is responsible for the operation and oversight of the Electa Resource Centre, a specialized library serving the congregations in residence at Providence Village. With a focus on Catholic spirituality, theology, and religious life, the library plays a vital role in supporting the intellectual and spiritual pursuits of the congregations it serves. This includes managing the library's physical and digital collections, facilitating access to information resources, and supporting educational programming. The role requires direct engagement with patrons to ensure welcoming, values-based service delivery that reflects the mission and ministries of the congregations.

About PVI

Providence Village is an independent not-for-profit charitable organization that is building a community hub. Providence Village supports the retirement living and care of the Sisters in residence, and is developing the buildings and grounds to realize the vision of a neighborhood of people helping people.

Providence Village is both a home and a welcoming community where our partners provide complementary care and services to support the health and wellness needs of people living in Kingston, Frontenac, Lennox and Addington access to world-class education and research institutions, advanced healthcare facilities, affordable living and vibrant entertainment and tourism activities.

Position Summary

The Receptionist will greet and direct visitors, respond to inquiries, in a professional and courteous manner. Will help maintain workplace security by issuing, checking, and collecting badges as necessary and maintaining visitor logs. Performs a variety of clerical duties as assigned. Maintains confidentiality. Providence Motherhouse is a faith-based



work environment owned and operated by the Sisters of Providence of St. Vincent de Paul. Respect for and the ability to work within this environment is essential

Responsibilities, including but not limited too:

1. Library Operations & Administration
 - a. Manage the planning and reporting for library and information services.
 - b. Select and acquire new materials to support the spiritual, educational, and pastoral goals of the congregations.
 - c. Maintain circulation files, cataloguing records, and service statistics.
2. Collection Management & Cataloguing
 - a. Organize and maintain all library materials, including physical and digital resources.
 - b. Search external databases for cataloguing records and complete entries as needed.
 - c. Maintain the library stacks, complete inventories, and ensure efficient shelving and signage.
3. Patron Services & Research Support
 - a. Provide on-site and remote reference support and assist users with accessing catalogues and collections.
 - b. Foster a welcoming and inclusive library environment for all patrons.
4. Educational Programming
 - a. Develop and maintain thematic displays that reflect the values and interests of the Sisters.
 - b. Identify and implement new programs to enrich the spiritual and intellectual lives of library users.

Required Qualifications:

- Diploma or Degree in Library and Information Technology or equivalent training and experience.
- Minimum of three years of related library experience, preferably in a faith-based, academic or not for profit environment.
- Managing specialized or small-scale collections, including cataloguing and classification.
- Experience working in an interprofessional team supporting programs to enhance community or patron engagement is an asset.



- Must have flexible schedule with the ability to work days, evenings, weekends and holidays.
- Proof of Immunization
- Vulnerable Sector Check, and CPIC
- Availability to work all shifts as posted
- Physically able to perform assigned duties
- Other related duties as assigned

How to apply

Interested candidates should submit a cover letter and resume (PDF format) to careers@providencevillage.ca by 5pm on Friday February 20 2026 indicating the competition file number above. Please inform us of any accommodations so we can ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act at any stage in the recruitment process.

We celebrate the unique qualities, perspectives and experiences of each team member. As Providence Village grows, we are committed to cultivating an environment where everyone feels valued, respected and empowered to contribute their skills and ideas. We encourage applications from candidates of all backgrounds, identities and life experiences. We believe that an equitable workplace fosters innovation, collaboration and success.

We thank all interested applicants, however only those selected for an interview will be contacted.