

# **KAHNAWAKE LIBRARY**

**P.O. Box 1950**

**Kahnawake Mohawk Territory**

**J0L 1B0**

**T: 514-982-1630**

**[kahnawakelibrary@gmail.com](mailto:kahnawakelibrary@gmail.com)**

## **LIBRARY CLERK/CHILDREN'S PROGRAM ASSISTANT**

**DURATION:** 10 WEEKS  
June 8<sup>th</sup>, 2026 to August 13<sup>th</sup>, 2026

**HOURS:** 24 HOURS PER WEEK  
Monday - Thursday 8:30-2:30

**SALARY:** \$18/ HOUR

### **MAIN DUTIES:**

- Assist the Children's Program Animator
- Develop activities to accompany new novels
- Plan the activities and outings.
- Conduct activities.
- Utilizes his/her creative skills to augment the activities of the program.
- Manages the children's program in absence of animator.
- Issue and receive library books and other library materials;
- Replace books and other library materials on shelves and displays;
- Assist the public in locating books and other library materials, and with public computers and Internet;
- Register new patrons;
- Answer telephone, take messages;
- Occasionally perform sales or library fee transactions;
- Tidy up and close the library.
- Fundraising

### **QUALIFICATIONS:**

- Must be a CEGEP student;
- Must be registered with and meet eligibility requirements of the Tewaohni'saktha Post-Secondary Part-Time Employment Program;
- Must be 18 years of age;
- Must be courteous and be able to work with the general public;
- Must be able to work independently;
- Must have an interest in books;
- Must have good knowledge of computers and Internet;
- Must be knowledgeable about general library procedures.
- Must have experience working with groups of children

**RESPONSIBLE TO:** Library Clerk/Coordinator of Children's Program

**DEADLINE:** Please submit CV by **May 22<sup>nd</sup>, 2026**  
CV can be emailed to **[kahnawakelibrary@gmail.com](mailto:kahnawakelibrary@gmail.com)**  
or can be dropped off at the library.