



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

**DURATION:** 12 WEEKS  
June 10<sup>th</sup> 2024 to August 30<sup>th</sup> 2024

**HOURS:** 30 HOURS PER WEEK.  
Monday, Tuesday, Wednesday, Thursday: 8:30AM – 2:30PM  
Friday: 10:00AM - 4:00PM

**SALARY:** \$17.25/HOUR

### **MAIN DUTIES:**

- Assist the Children's Program Facilitator to research novels
- 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 coordinator.
- 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 or UNIVERSITY student;
- Must be registered with and meet eligibility requirements of the Tawatohni'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 be good with children

**RESPONSIBLE TO:** Children's Program Facilitator/Library Clerk

**DEADLINE:** Please submit CV by: **May 3<sup>rd</sup>, 2024**  
CV can be emailed to [kahnawakelibrary@paulcomm.ca](mailto:kahnawakelibrary@paulcomm.ca)  
or can be dropped off at the library.