



W O O D L A N D
C U L T U R A L C E N T R E

Library Volunteer

Job location: Woodland Cultural Centre

Volunteer responsibilities and duties:

- Shelving, cataloguing, and digitizing materials
- Organizing and sorting books, magazines, periodicals, newspapers, and other collections
- Moving boxes and other items
- Other duties as needed

Impact of the role:

The Woodland Cultural Centre Resource Library offers a wide range of Indigenous-only content that include various amounts of theses, museum studies, exhibition catalogues, magazines, newspapers, and so much more.

Qualifications:

- Basic computer skills and ability to utilize Microsoft Office (Word, Excel)
- Attention to detail
- Organizational skills
- Ability to use digitizer and other library-related technology (training will be provided)
- Previous cataloguing experiences an asset
- Manual labour (lift up to 40lbs)
- Self-motivated and able to work independently
- Ability to read and write
- Comfortable working in the former Mohawk Institute building (particularly the basement)
- Adhere to Confidentiality Agreement
- Proof of police record check (vulnerable sector)

Time commitment:

Up to three hours a day, up to five days a week (typically between Monday-Friday and between the hours of 9:00-16:30)

Work environment:

The library is located inside of the former Mohawk Institute Residential School. The building has stairs and is currently non-accessible otherwise.

184 MOHAWK ST. BRANTFORD, ON. N3S 2X2
WOODLANDCULTURALCENTRE.CA
519-759-2650



W O O D L A N D
CULTURAL CENTRE

Supervision:

You will report directly to Jane Hill, Library and Archives Coordinator. Maichina Veri, Volunteer Program Coordinator, will provide additional training and support.

How to apply:

Please complete the Volunteer Application Form and submit to frontdesk@woodlandculturalcentre.ca ATTN: Maichina Veri.

184 MOHAWK ST. BRANTFORD, ON. N3S 2X2
WOODLANDCULTURALCENTRE.CA
519-759-2650