



CHILDREN'S VOLUNTEER POSITION DESCRIPTION

Title: Children's Junior Volunteer

Immediate Supervisor: Children's Services Manager

PURPOSE OF THIS POSITION: Volunteers help keep the library running smoothly while learning about the library and earning volunteer hours.

RESPONSIBILITIES:

- Straighten Shelves
- Help with Children's programs
- Sign up Summer Reading Members
- Various other Housekeeping Duties

POSITION REQUIRES:

- Must be 10 years to 18 years of age
- Must be responsible and willing to complete assigned tasks

SKILLS REQUIRED:

- Willingness to learn new things
- Able to follow written and oral instructions
- Ability to alphabetize, read & sort in numerical order
- Work well Independently
- Good memory & attention to detail
- Familiarity with Dewey Decimal System helpful

TIME INVOLVEMENT:

- Can work any time during normal library hours
- Must complete at least 4 hours minimum
- Must commit to duration of at least 4 weeks

TRAINING:

- Volunteer will receive an initial orientation followed by guidance as needed.

IF INTERESTED, please contact:

Darlene McKenzie
Reed Memorial Library
167 E. Main St.
Ravenna, OH 44266
(330) 296-2827 ext. 201
dmckenzie@reedlibrary.org