

Tillamook County Library Volunteer Position Description
Children's Services Volunteer

Job Summary:

Children's Services Volunteers assist staff with programs, which may include storytimes, clubs, or events. Volunteers may help with craft projects, straightening in the Children's Department/Area, or assisting with organizing library materials. Volunteers will report to Children's Librarian Melanie Hetrick, Branch Librarian Jenn Wells, or another designated staff person.

Duties:

- Assisting with set up and clean up before and after children's programming, including helping with moving chairs, rugs, tables, or other furniture as directed by library staff;
- Gathering supplies, preparing crafts, or helping in other ways as directed by library staff;
- Handing out nametags, stickers, and hand stamps;
- Getting a count of the number of attendees at each program for library statistics;
- Handing out instruments, books, or other interactive other items during the program;
- Assisting children with simple craft projects;
- Role model how to sit and look at a book, do action rhymes/songs/etc.;
- Straightening or cleaning the Children's Area;
- Assisting with group games and activities;
- Assisting with preparations such as cutting, gluing, stapling, etc.

Skills required:

- Ability to cooperate with staff and the public;
- Ability to maintain a professional manner when dealing with staff and the public;
- Ability to follow instructions given by staff;
- Experience working with children or teens desired.

Requirements:

- 18 or older;
- Application and background check processed by Tillamook County.

The duties of this job may include physical activities such as helping to lead action rhymes or children's games. Volunteers may be asked to lift items up to twenty pounds or push loaded book carts.

I have read the above and agree to participate in the library volunteer program:

Print name _____

Signature _____