



VOLUNTEER POSITION GUIDE

TITLE	Summer Reading Club Volunteer
HOURS	Minimum of three scheduled hours, one day a week during the Summer Reading Program
SUPERVISOR	Kate Woodworth , Hankin Library
OBJECTIVE	To aid library staff during special summer programs with large attendance.

THE PERSON IN THIS POSITION WILL BE RESPONSIBLE FOR

- Assisting at the Summer Reading Club table and/or store:
 - Helping with Summer Reading Club registration
 - Awarding stickers
 - Handing out activity sheets as readers fill their Summer Reading Club charts
- Assisting library staff with youth services programs
- Assist the Science in the Summer teacher
- Shelving children's books
- Shelf-reading – putting books in proper order on the shelf

DESIRED QUALIFICATIONS AND SKILLS

- Must be at least 14 years of age
- Able to follow written and oral instructions
- Able to alphabetize and put books in order using the Dewey decimal system as demonstrated by successful completion of placement test (putting decimal numbers and authors' names in order)
- Able to sort children's books into necessary categories such as picture books, easy readers, etc.
- Must commit to a regular weekly volunteer assignment
- Able to interact in a pleasant manner with children and library staff
- Able to work in a crowded and busy environment
- Be service oriented and have a desire to actively support the Chester County Library through volunteer service

TRAINING

- On-the-job training for each program will be provided.