

# South Branch Summer Reading Club Volunteer Task Description

|  |   |
|--|---|
| <b>Task</b>  | Assist library staff during Summer Reading Club                                     |
| <b>When does the task have to be done?</b>                   | June - July   |
| <b>What day and time?</b>                                    | Any time the library is open  |
| <b>How often does it need to be done?</b>                    | At least once each week   |
| <b>Where does it need to be done?</b>                        | Anywhere assigned at South Branch   |
| <b>Approximately how much time is involved?</b>              | 2 hours minimum each time   |
| <b>What skills are required?</b>                             | Attention to detail, ability to alphabetize and work with decimal numbers, courtesy |
| <b>Personality traits needed?</b>                            | Likes to work with a team   |
| <b>How many people are needed?</b>                           | One or two people at a time   |
| <b>Who will train, supervise and evaluate the volunteer?</b> | Lori Hugley   |
| <b>Comments</b>  |   |

**Detailed description of task:**

Volunteers who assist staff at the South Branch during the Summer Reading Club may be asked to do an assortment of tasks including:

- sorting books and other materials on a shelving cart
- shelving books
- helping patrons at the points table
- directing patrons to the correct room for a program