

South Branch Story Time Volunteer Job Description

Task	Help with Story Time projects
When does the task have to be done?	Before story time each week.
What day and time?	Any time that the supervisor is available. May include weekend and evening hours.
Where does it need to be done?	South Branch
Approximately how much time is involved?	1-2 hours a week.
What skills and abilities are required?	Cutting, copying, etc. Enjoy arts and crafts.
Personality traits needed?	Likes working with hands, can work alone.
How many people are needed?	One person
Who will train, supervise and evaluate the volunteer?	Children's Librarian
Comments	Volunteer will help create items for the story time crafts and name badges. A criminal background check is required for this position.

South Branch Summer Volunteer Job Description

Task	Assist with SRC programs, help create crafts and decorations, shelve material, and shelf reading.
When does task need to be done?	Weekly.
What time and day?	Programs: Thursday's 9:45 a.m. – 11:00 a.m. Final Party – Last Friday of SRC. Other tasks can be done when supervisor is available.
Where does it need to be done?	South Branch
Approximately how much time is involved?	2-4 hours a week.
What skills are required?	Cutting, copying, etc. Enjoy arts and crafts. Detail orientated.
Personality traits needed?	Friendly. Likes working with hands, can work alone.
How many people are needed?	1-2
Who will train, supervise and evaluate the volunteer?	Linda Palmer, Children's Librarian
Comments	Volunteer would help with weekly programs as needed. Would also help with SRC decorations. Volunteer would help shelve material and read shelves as time allows.