

Huntington Children's Library Volunteer Program Overview

Huntington Memorial Library Mission Statement: To provide a creative environment that supports life-long learning by making information freely available in order to improve knowledge and strengthen the community.

Volunteer Program Vision Statement: The Huntington Memorial Library Volunteer Program was organized to strengthen the community's connection with the services and programs at the library. Library volunteers work with library staff to make the library an environment which welcomes patrons for education, research, and entertainment.

Huntington Children's Library Vision Statement: To create a space where every child in our community can embark on magical journeys, explore new worlds, and unlock the doors to limitless imagination.

Structure of the volunteer program

1. Volunteer program overview
2. Job descriptions
3. Application forms
4. Interview process
5. Evaluate program success

Volunteer Forms

1. Volunteer application
2. Job description
 - a. Job expectations with relevant instructions
 - b. Time frame for period of volunteering
 - c. Date of review/assessment
3. Lanyard with laminated name tag

Children's Library Volunteer Jobs

- **Clerk duties**
 - Shelving
 - Pulling holds
 - Shelf reading
 - Other tasks specified by Children's Coordinator as needed
- **Children's program assistant (passive and Story Times)**
 - Prepare materials
 - Organize craft supplies
- **After School enrichment**
 - Foreign language instruction
 - Arts & Culture
 - STEAM Programs