



62 Chestnut Street, Oneonta, NY 13820 607.432.1980

VOLUNTEER JOB DESCRIPTION

Position Title: After-School Enrichment

Purpose: We need additional help running and preparing after-school enrichment programs throughout the year. This volunteer job entails assisting the Children's Coordinator with running and facilitating programs.

Primary Job Duties

1. Assist the Children's Coordinator to plan and provide enrichment programs throughout the school year
2. Attend programs and events and assist Children's Coordinator in running programs and events

Qualifications

1. The Volunteer must be comfortable working with children and young adults.
2. The Volunteer must be able to receive direction and work independently.
3. The Volunteer should be able to prepare and organize materials necessary for programs and activities.
4. The Volunteer will be working with other staff in the library and should be willing to take direction from the Volunteer Coordinator.

Responsible to: Donna Foote

Length of appointment: This project will require approximately 3-5 hours of time that can be completed within 3 months.

Dress Code: casual dress suitable for a business environment

Volunteer Name (print)

Volunteer Signature

Date

HML Staff Name (print)

HML Staff Signature

Date