



62 Chestnut Street, Oneonta, NY 13820 607.432.1980

## VOLUNTEER JOB DESCRIPTION

**Position Title:** Children's Program Assistant

**Purpose:** We need additional help running and preparing our youth 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 with program preparations
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
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_____ HML Staff Name (print)	_____ HML Staff Signature	_____ Date
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