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62 Chestnut Street, Oneonta, NY 13820 607.432.1980

## VOLUNTEER JOB DESCRIPTION

**Position Title:** Youth Summer Assistant

**Purpose:** We need additional help running and preparing our youth programs during the Summer Reading Program. This volunteer job entails assisting the Youth Librarian with running and facilitating the Summer Reading Program.

**Primary Job Duties**

1. Assist the Youth Librarian with Summer Reading preparations
2. Attend Summer Reading events and assist Youth Librarian in running 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 must be able to lift 20 pounds and endure standing and walking for a period of 2-3 hours.

**Responsible to:** Alex Benjamin and Kathryn Prada

**Length of appointment:** This volunteer duty lasts for the duration of our Summer Reading Program, the beginning of June to the end of August.

**Dress Code:** Casual dress suitable for working with children and young adults outdoors.

_____	_____	_____
Volunteer Name (print)	Volunteer Signature	Date

_____	_____	_____
HML Staff Name (print)	HML Staff Signature	Date