

KENTON COUNTY PUBLIC LIBRARY

Position Description

Erlanger Branch Children's Department – "Reading Buddies" Program Volunteer

Responsible to:

Children's Services Coordinator, or other Children's Department staff member as designated.

Job responsibilities:

- Attend "Reading Buddies" sessions to spend time reading with children to improve their reading and language abilities. *Many of the children speak English as a second language.*
- Socialize with the children and their families during the program
- Assist with set up and clean up of the program space as needed

Time required:

Usually 2-3 hours per session. "Reading Buddies" takes place every other Saturday from 10:30-1:00 and Mondays from 4:00-6:00. Volunteers may sign up for as little or many sessions as they would like.

Length of Commitment:

The duration of volunteer time is to be determined by department need and volunteer's performance.

Training provided:

Volunteers may observe Reading Buddy sessions until they feel comfortable to help. Discussion of child safety and appropriate behaviors with children who are patrons in the library. Other training as needed.

Qualifications, special skills required and restrictions:

- Volunteers must be 18 years of age or older.
- Ability to read English text aloud, in a pleasant, expressive tone.
- Ability to sustain oral reading for 30 minutes without a break, and continue to read for as long as 2 hours, with breaks every 30 minutes.
- Ability to provide friendly, patient service to children aged 0-12 and their families
- Ability to abide by the policies of the Kenton County Public Library
- Ability to follow instructions

ACKNOWLEDGEMENT

I have read this position description and fully understand the requirements set forth therein. I hereby accept the volunteer position of _____ and agree to perform the identified essential functions in a manner in accordance with Kenton County Public Library's established procedures.

I understand that my assignment is an unpaid volunteer position and thereby understand that my assignment may be discontinued either by the organization or myself, and such discontinuation can be made with or without notice.

Volunteer's Name (please print)

Volunteer's Signature

Date

Supervisor's Signature

Date