

KENTON COUNTY PUBLIC LIBRARY
Position Description
Erlanger Branch Children's Department – High School Volunteer

Responsible to:

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

Job responsibilities:

The responsibilities for this position will vary from day to day. These tasks may include, but are not limited to, assisting with:

- Helping with special events/ programs held in the Children's Department and Adult Services Department including assisting with set-up and clean-up of the room.
- Assisting with special projects like name tag creation, craft preparation and cleaning of toys.
- Collating, stapling, stamping and preparing materials for mailing/distribution.

Time required:

The schedule for this position will vary based upon Department needs. Some weekend and evenings hours available. Minimum shift time is one to two hours, but may go as long as 4 hours. During the summer, students are assigned one two-hour shift a week.

Length of Commitment:

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

Training provided:

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:

- Students must be in grades 9, 10, 11 or 12
- 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
- Fine motor coordination is required for some work.
- Ability to lift, bend, stoop, and carry is required for some work.

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