

**KENTON COUNTY PUBLIC LIBRARY**  
**Position Description**  
**William E. Durr Youth/Teen Volunteer Assistant**

**Responsible to:**

Volunteer Coordinators

**Job Responsibilities:**

Responsibilities may vary from day to day, but may include but not limited to:

- Assisting library staff during programming: helping children to make arts & crafts projects, maintaining order during story time, serving snacks, setting up games, and encouraging participation during programs.
- Preparing craft materials for upcoming activities
- Departmental upkeep and beautification
- Straightening and dusting bookshelves
- Other duties as assigned

**Time Required:**

One to two hours per shift (more if needed for certain assignments).

**Length of Commitment:**

- Two months suggested, but not required

**Training Provided:**

Volunteer Coordinators or assigned staff.

**Qualifications, Special Skills Required and Restrictions:**

- Volunteer should be cheerful, respectful and polite.
- Ability to abide by the policies of the Kenton County Public Library
- Ability to follow instructions
- Children volunteers ages 6 to 12 are required to have a parent in the children's department during volunteer hours.
- Ability to lift, bend, stoop, and carry is required for some tasks. *Age and ability dependent.*

**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 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

