

## MANHATTAN PUBLIC LIBRARY VOLUNTEER JOB DESCRIPTION

---

Job Title: Children's Services Volunteer

Last reviewed: 9-5-18

Time commitment: 1-3 hours per week

Reports To: Laura Ransom, Children's Services Coordinator

Department: Children's Services

---

### **Job Summary:**

Children's Services Volunteers assist staff with programs, which may include storytimes, clubs or events. Volunteers may also help with craft projects, straightening in the Children's Room, or assisting with organizing library materials. Volunteers may report to Children's Services Coordinator Laura Ransom, or Children's Services Manager Jennifer Bergen.

### **Duties:**

Storytime Volunteer responsibilities may include:

- Assisting with set up and clean up before and after the program, including helping with moving chairs, rugs, tables, or other furnishings as directed by the librarian;
- Gathering supplies, preparing crafts, or helping in other ways as directed by the librarian;
- Writing nametags for children and giving them stamps on their hands prior to storytime;
- Getting a count of the number of preschoolers, older children and adults at each program for our statistics;
- Handing out instruments, books or other interactive other items during the program;
- Assisting children with simple craft projects;
- Helping children who need to leave the room to find the restroom or be reunited with a parent;
- Role model how to sit & look at book, do action rhymes/songs, etc.
- Assisting latecomers in quietly finding a place to sit; and
- Helping with straightening or cleaning in the Children's Room as needed to fill time between storytimes/programs.

Duties for volunteers assisting with other programs or projects may include:

- Assisting with set up and clean up before and after the program, including helping with moving chairs, rugs, tables, or other furnishings as directed by the librarian;
- Assisting with science experiments, crafts and group games;
- Assisting with preparations such as cutting, gluing, stapling, etc.

### **Skills required:**

- Ability to cooperate with staff and the public.
- Ability to maintain a professional manner when dealing with the public.
- Ability to follow instructions given by staff.

### **Qualifications and Skills:**

- 18 or older
- Experience working with children or teens is desired.

### **Physical Requirements:**

The duties of this job may include physical activities such as helping to lead action rhymes or children's games. Dexterity to write legibly and the ability to move around and navigate a space with children and adults.