

VOLUNTEER JOB TITLE:

Summer Reading Program Desk Assistant (Ages 13+)

VOLUNTEER REPORTS TO:

Youth Services Manager

TIME COMMITMENT REQUIRED:

Minimum of 2 hour shifts

PURPOSE OF VOLUNTEER JOB:

To help children and teens sign-up for summer reading and receive prizes

DUTIES AND RESPONSIBILITIES:

- Explain summer reading guidelines
- Thank and encourage kids for reading in the summer
- Keep accurate track of the number of prizes given out
- Resupply prize options

SKILLS/ABILITIES/QUALIFICATIONS REQUIRED:

- Interest in and enjoyment of working with children
- Ability to handle a busy environment with patience and understanding of children's needs
- Ability to work genially with staff, the public, other volunteers and convey a positive, friendly attitude
- Ability to understand and follow written and verbal instructions, policies and procedures
- Ability to speak and understand English
- Ability to read and alphabetize
- Excellent fine motor skills and attention to detail
- Maintain confidentiality in dealing with patrons' information

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

- Able to move around and be steady on feet behind a desk
- Ability to lift and/or move materials as necessary up to 20 pounds

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