



Volunteer Job Description

Position: Story Time Assistant

Location: Central Library
443 N. 6th Street
Grand Junction, CO 81501

Position Purpose: The purpose of this position is to assist Youth Services with Story Time programs.

Supervisor: Youth Services Staff

Responsibilities, Duties, Functions, Tasks (what must be completed to achieve the goals):

- Set up and take down chairs
- Greet patrons and their children
- Count the number of attendees
- Assist patrons as needed
- Perform other duties as assigned by Youth Service staff
- Organize room as found after the program
- Contact Youth Services staff if unable to work scheduled shift
- Report hours to Volunteer Coordinator using Volunteer Portal (Galaxy) or log sheet by the 10th of each month

Qualifications (minimum experience, skills, education, knowledge):

- Customer service skills
- Timeliness and flexibility
- Ability and willingness to interface with families and small children
- Ability to follow instructions and complete tasks

Requirements:

- Must be at least 14-years-old
- Interview with Volunteer Coordinator, review of handbook, signed waivers
- Clear Sterling Volunteers Background Check
- Physical ability to push, pull, lift up to 20 lbs.
- Wear a library issued name tag

Time Commitment:

- 2 hours 15 minutes, Tuesdays & Thursdays, 9-11:15am
- Time frame is not flexible, may need to stay long if additional tasks come up