Program Volunteer Part-Time

Departmental Team: Program & Outreach Services
Reports to: Program Lead
Hours of Work: Part-time, typically 3-10 hours a month, depending on offered programs.

Summary Description: The Program & Outreach Team is looking for enthusiastic teachers, greeters, learners, crafters and makers to help guide participants at Library programs for all ages.

Essential Functions:
- Setup and teardown of tables, chairs, books, food and supplies
- Assistance with crafting, maker, repair, sewing and technology tasks with children, teens and adults (relevant skills desired but not mandatory)
- Greet guests at large programs
- Assistance with hands-on children's activities and passing out snacks

Other Responsibilities:
- Reliable attendance in the workplace, typically 1-3 programs per month
- Able to form warm and supportive relationships with patrons ages 0-105
- Able to protect the privacy of patrons who attend Library programs
- Clear and patient instructor
- Willingness to learn new skills in addition to using old ones
- Stay current on Library policies, processes, procedures and technologies required to perform work duties

Working Environment:
- Physical requirements: will be required to set-up the Hondius Room tables, sit on the floor with children, thread a needle, read fine print, handle tiny pieces of craft material and stand for an hour
- Library programs are scheduled on weekday mornings, afternoons, evenings and Saturdays throughout the year. Volunteers must have availability during at least one of these timeframes for at least 6 months of the year
- Each volunteer's schedule and program assignments are determined with the Program Lead, based on the volunteer's interests, skills and availability.

Qualifications
- A positive attitude, excellent interpersonal skills and cultural sensitivity working with patrons, coworkers and community
- A great sense of humor
- Successful completion of background checks
- Must be at least 14 years of age
- Some Spanish language skill desired, but not required

Apply here

7/3/2023