VOLUNTEER WORK DESCRIPTION

Children’s Staff Assistant

DUTIES AND RESPONSIBILITIES:
- Assist Children’s staff in tracking the reading achievement of children for the awarding of summer reading program recognition prizes and awards
- Maintain supplies and alert staff when supplies getting low and need to be re-ordered
- Assist with preparation of storytimes, crafts and special events

JOB REQUIREMENTS:
- Must be dependable
- Must love to work with children
- Must have patience
- Must be accurate

TIME REQUIREMENTS:
- Must be able to commit to minimum of two hours a week during busy times for three months or longer

TRAINING REQUIREMENTS:
- Library orientation training
- Storytime and craft procedures
- Summer Reading program procedures

RESPONSIBLE TO:

_________________________________
Branch Manager or Staff Supervisor
Berkeley County Library System

BRANCH LOCATION