
Program Volunteer PART-TIME

Departmental Team: Program & Outreach Services

Reports to: Program Services Supervisor

Hours of Work: Part-time, typically 3-10 hours/month, depending on offered programs

Summary Description

The Program 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
- Greet guests at large programs
- Assistance with hands-on children's activities and passing out snacks
- Delivery of books to homebound patrons

Other Responsibilities

- Reliable attendance in the workplace, typically at 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 Hondius Room tables, sit on the floor with children, thread a needle, carry 25 lbs of books, drive to patrons' homes, 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 supervisor, 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 a background check
- Must be at least 14 years of age

Interested individuals must apply online

[Online Volunteer Application](#)