



VOLUNTEER  
POSITION DESCRIPTION

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POSITION: Reading Program Assistant  
LIBRARY DEPARTMENT: Youth Services, Information & Reader Services

I. SUMMARY

Under the supervision of a department manager, help assemble patron registration kits for seasonal reading programs; assist with patron registration.

II. SKILLS NEEDED

Primary duties and responsibilities

1. Attention to detail.
2. Ability to work independently.
3. Manual dexterity.

III. QUALIFICATIONS FOR POSITION

- This volunteer position requires seasonal availability between 9 a.m. to 5 p.m., weekdays.
- You must be 14 years old or over.
- Ability to work a two-hour shift is highly desirable.
- Consent to a background check is required for this position.