

# Children's Area Assistant

## Time Commitment

1-3 hours, as needed

## Purpose

To assist the Children's Librarian with room setups by arranging furniture, materials, name tags, etc. and to help clean up the meeting room or activity area upon completion of the program

## Benefits of Volunteering

- Chance to meet new people
- To work in pleasant surroundings
- To develop new skills
- Give something back to the community
- Share your talents
- Feel needed and valued
- Enhance your resume
- Satisfaction from accomplishment
- Impact the life of young people

## Duties & Responsibilities

- Arranges and sets up the room as requested
- Prepares and/or arranges name tags, handouts and materials to be utilized during the program
- Assists during the program, if requested
- Cleans materials used in the children's area

## Skills/Abilities/Qualifications Required

- Ability to work congenially with staff, patrons, and other volunteers
- Ability to understand and follow written and verbal instructions, policies and procedures
- Ability to receive instruction from library staff and the cooperation to abide by library policies and regulations
- Ability to lift and move materials and furniture as necessary
- Ability to work patiently with small children