



Volunteer Children's Arts/Crafts Aide Job Description

Importance of Position: Libraries offer occasional arts and crafts programs for children of all ages. This volunteer assists the library staff in planning and conducting these activities.

Qualifications: Creativity. Enjoy working with children. Good organizational skills. Dependability.

Responsible To: Children's librarian.

Responsibilities: Under the supervision of the Children's librarian, plan conduct, and clean up after each scheduled program. Complete work in a neat and accurate manner with a minimum of distraction to others. Fulfill agreed upon commitment, or give supervisor sufficient notice if unable to attend.

Training provided: Orientation to the library, Specific instructions on handling arts and crafts programs, and mandatory HIPAA training.

Benefits of Volunteering: Opportunity to work with children. Satisfaction of providing a much needed service to the library.

Time Commitment: 2 hours per planned session.

Length of Commitment: 6 months minimum

The library places our volunteers and may discontinue their services at any time according to our needs.

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