

<p style="text-align:center">KENTON COUNTY PUBLIC LIBRARY Position Description Covington's Children's Programming Outreach Volunteer</p>

Responsible to:

Children's Librarian

Job Responsibilities:

The Children's School Age Outreach Program provides free programming to local schools grades K-5. These programs include story time, art projects, and the opportunity to check out selected books. Volunteer may provide own transportation to the school or meet at the Library and ride with the Children's Librarian.

Responsibilities may include:

- Assisting with program set-up/clean-up
- Assisting with packing up supplies & cleaning up after art projects
- Checking out books for children during the program
- Providing a helping hand as needed
- If so inclined, volunteer may assist in leading art projects and reading to children (not required)

Time Required:

This program is currently offered three times a month from September –May. Time required is 2 to 2 ½ hours per program. Volunteer may work one to three times per month.

Length of Commitment:

Open

Training Provided:

Training provide by Children's Librarian

Qualifications, Special Skills Required and Restrictions:

- Must be 18 years of age or older
- Must enjoy interacting and working with children
- Flexible and easy going personality
- Entry level computer skills (training provided if needed)
- Sense of humor required!

ACKNOWLEDGEMENT

I have read this position description and fully understand the requirements set forth therein. I hereby accept the volunteer position of _____ and agree to perform the identified essential functions in a manner in accordance with Kenton County Public Library’s established procedures.

I understand that my assignment is an unpaid volunteer position and thereby understand that my assignment may be discontinued either by the organization or myself, and such discontinuation can be made with or without notice.

Volunteer’s Signature

Date

NAME

Supervisor’s Signature

Date