

VOLUNTEER POSITION DESCRIPTION

This position closes on May 1. All applications must be received by May 1.

JOB TITLE: Summer Adventure Volunteer

PRINCIPLE DUTIES and/or RESPONSIBILITIES:

- Be an ambassador for the Summer Adventure program by marketing and explaining the program to patrons.
- Assist patrons of all ages in signing up for Summer Adventure.
- Assist patrons in completing and collecting prizes for Summer Adventure.
- Assist children and teens in locating books to read.
- Assist staff in preparing and running summer programs for children and teens.
- Assist staff with everyday functions of the library.
- Complete other tasks as needed.

SKILLS NEEDED:

- Familiarity and experience with technology
- Ability to effectively communicate verbally
- Excellent customer service skills
- Excellent interpersonal skills

LOCATION:

- 14 libraries, 2 bookmobiles

TRAINING:

- Volunteers will be expected to attend a training sessions prior to their first shift. The date will vary by location.
- When not engaged in library tasks, volunteers will be expected to work through a list of supplemental trainings.

TIME COMMITMENT:

- A minimum of 16 hours over the course of the summer. 2 – 3 hours shifts are available Monday – Sunday in morning, afternoon and evening. Shifts will vary by location.

REPORTS TO:

- Teen Volunteer Coordinator (varies by location)

PHYSICAL DEMANDS

- Ability to sit and use a computer for extended periods and operate equipment on a daily basis
- Ability to stand for extended periods on a daily basis

This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of the Pikes Peak Library District. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand this position description.

Employee Signature

Date

Supervisor Signature

Date

If you require an accommodation to complete your application, please contact Young Adult Services at (719) 531-6333 ext 6087.