VOLUNTEER POSITION DESCRIPTION

JOB TITLE: Study Buddies Volunteer

PRINCIPAL DUTIES and/or RESPONSIBILITIES:
- Help children retain and improve reading skills
- Listen to a child read aloud
- Read with a child
- Assist children in selecting reading materials and share your enthusiasm for reading
- Assist children with their homework

SKILLS NEEDED:
- Ability to communicate with children and adults
- Follows directions
- Excellent reading skills

LOCATION:
- East Library

TRAINING:
- When not engaged in library tasks, volunteers will be expected to work through a list of supplemental tasks and trainings.

TIME COMMITMENT:
- Attend a training session
- One shift per week

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.

VOLUNTEER ACKNOWLEDGEMENT
I have read and understand this position description.

Volunteer 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.

For Library Use Only:  
Volunteer Placed By ____________________  
Date Placed ________________________  
Location______________________________  
HR/2019-20