

# 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***