APPOMATTOX REGIONAL LIBRARY SYSTEM

**POSITION DESCRIPTION/LONG FORM Rev. 1/2008**

POSITION TITLE: Children’s Programming Assistant

CLASSIFICATION: Volunteer

IMMEDIATE SUPERVISOR: Youth Services Manager

TIME COMMITMENT: 2 hours per week, 3-4 volunteers needed

 6 month commitment

Position Summary

Assist Youth Services staff in presenting programs for children and teens. This could include preparing craft project material for story times, using the Ellison Die machine, assembling Summer Library Program materials.

Essential Functions and Responsibilities

1.     Assists Youth Services staff in preparing craft materials for preschool and school age story times.

2.     Assists Youth Services staff in setting up for and cleaning up after story times and craft projects.

3.     Assists Youth Services staff in providing instruction and supervision of events involving board games and card games.

4.     Assists Youth Services in preparing materials for Summer Reading Program.

5.    Assists with compiling statistics for reports on programs and surveys.

6. Assists with video equipment and popcorn machine for special programs for youth.

7. Performs other duties as assigned by supervisor.

Knowledge, Skills, and Abilities

        Requires basic computer skills, including the ability to input,

 access, and retrieve information from a computer.

* Knowledge of Microsoft Word, Excel and Access is desired.

       Ability to communicate well with supervisor, colleagues and the general public.

* Knowledge of use of video equipment or ability and desire to learn.

        Ability to work with enthusiasm and initiative.

Work Environment

This job is based at the Appomattox Regional Library, requiring work in the City of Hopewell or county library locations.

Works throughout Youth Services area of the library and in areas designated for work on craft and program materials.  Requires occasional walking, light to medium lifting, and working with office equipment. Regular contact is made with employees and the general public, particularly children and parents.

Education, Experience, and Training

Experience working with children individually and in a group setting desired.

Experience working with office machines and Ellison Die machines desired.

Additional Qualifications

 Ability to understand and follow oral and/or written directions.

Like and respect children and teens.

Dependability.

Ability to be flexible.

Ability to adapt to repetitive manual activities.

Ability to work carefully with great attention to detail.

Examples of Essential Functions and Skills

The following describe examples of principal duties and responsibilities of the job. It is not a definitive list and other similar duties may be assigned.

**Prepares craft materials for preschool and school age story time crafts.**

For example: Follows written and/or oral instructions to produce “building blocks” for craft projects.

**Assists Youth Services staff in setting up for and cleaning up after story times and craft projects.**

For example: Moves chairs, as instructed, to story time circle. Places craft materials at tables for story time crafts. Following story time and/or crafts puts tables and chairs back in normal configuration. Makes sure craft materials are neatly put away and tables are cleaned of glue or other residue.

**Assists** **Youth Services staff in providing instruction and supervision of events involving board games and card games.**

For example: Helps set up board games and works with children to understand the rules of the game.

**Assists Youth Services in preparing materials for Summer Reading Program.**

For example: Assembles cards, schedules and information sheets and

places them in bags or folders to be handed out to children registering for the

 Summer Reading Program.

**Assists with compiling statistics for reports on programs and surveys**

For example: Assists in counting sheets of participants at the end of the Summer Reading Program to produce information used in final report. Assists in counting responses to surveys to produce a tally for reports.

 **Assists with video equipment and popcorn machine for special programs for youth.**

For example: Assists in showing movies for youth and families by setting up equipment and trouble shooting the equipment during movie times. Prepares popcorn machine for popping and serves popcorn to audience. Assists in cleaning up the popcorn machine following an event.