



Title: Youth Services Assistant

Contact person: Elizabeth Hujar, Volunteer Coordinator: 607-272-4557, ext. 226,

VolunteerCoordinator@tcpl.org

Supervisor: Any of the YS librarians, as well as the Volunteer Coordinator

Job duties (may include any of these):

- Shelf-reading and organizing of books
- Book and DVD cleaning
- Organizing the play area
- Cleaning toys and the computer area
- Light clerical work, such as stuffing envelopes and labeling
- Assisting the staff at events and interacting with children and parents
- Cutting, pasting, and die-cutting
- Any special requests that may pop up

Requirements:

- Being comfortable around and good at working with children
- Excellent customer service skills for working with the parents
- Positive, upbeat attitude
- Capable of following instructions
- Patience
- Must be free of all communicable diseases

Hours: Youth Services Program Assistants have a regular weekly schedule.

If there is a special event, you may be asked to come in for that, but you are not required to do so.

Every shift you should:

- 1) Write in the volunteer log book your beginning and end time.
- 2) Get your nametag and replace it at the end of the shift.
- 3) Check in with YS librarians to find out if they have any special needs. If they don't, then you should shelf-read or clean E (picture) books.

Impact of your work:
“...working with kids and offering them fun, informative programming and services often requires a lot of small details. Whether it's having die-cuts for them to create their next craft project, shelf-reading the picture books so they can easily be found, or even just having clean, sanitized toys for them to play with – all of these tasks take time, time which staff does not have! So it's vital to the success of our department that these volunteers are available to help us out with these details that we are able to build our programs and services on top of! **Thank you to all the YS volunteers!**” (Sarah, librarian)