

Otonabee – South Monaghan Public Library
Student Volunteer Camp Job Description

**Positions Supervised:** None

**Function:**

The volunteer assists the *Program Coordinator* and *Library Student Program Assistant* with both set-up of camps as well as leading activities and keeping campers happy and safe.

**Responsibilities:**

Punctuality, reliability, and confidentiality are very important components of the volunteer’s position within the library.

**As a volunteer you must adhere to the Otonabee-South Monaghan Public Library Board policies and procedures as well as the library’s code of ethics. The volunteer must also follow all Health & Safety and Covid Protocols. If 18 or older, volunteers are to provide a VSC police check. (Library will reimburse expense of VSC check)**

Necessary skills include the ability to work with limited supervision, listening to and following directions, leading small groups or working one-on-one with campers, organizing, and distributing materials, set-up, and clean-up of supplies, and communicating effectively with library staff, fellow volunteers, campers, and parents.

This will require a commitment of 5 days from 8:30 am to 4:15 pm with a total of 37 hours.

The volunteer acts as a public relations officer and promotes the Otonabee – South Monaghan Public Library.

**Qualifications:**

High School Student

Enthusiastic and works well with children ages 7-12

Good communication skills

Good customer service skills

Able to work independently with little or no supervision

Able to keep area tidy & organized

Listens to and follows directions well

Punctuality

Willing to participate in all program activities.

Provide your own mode of transportation to and from Gayle Nelson Keene Public Library

**PROCEDURES:**

1. Sign the volunteer log located in a binder at the circulation desk.
2. Check in with the Program Coordinator and/or Programs Communication Clerk for assigned duties.
3. Follow all Health & Safety Protocols.
4. Prescreen for COVID symptoms before entering the building
5. Proper attire and footwear required.

6. When leaving please inform either the Program Coordinator or the Programs Communications Clerk that you are leaving
7. All devices such as cell phones must be turned off during the setup/take down and during the Minecraft Summer Camp unless there is an emergency.

Volunteer Statement of Understanding

I have read and understand the job description for my position. I am able to perform all the essential functions for this position and agree to comply with all the policies and standards of conduct. As a volunteer, I will strive to uphold the mission, vision, and duties to sustain my and Otonabee-South Monaghan Public Library's long-term success.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_