

Otonabee – South Monaghan Public Library
Student Camp Volunteer Student Job Description

**Positions Supervised:** None

**Dates:**

Orientation the (Thurs) night before P.A. Minecraft Day Camp, from 6:30 - 7:30 pm. For March Break, the orientation is Thurs, Mar 7, from 6:30 - 7:30 pm.

Minecraft P.A. Day Camp date is: Mar 8, March Break LEGO Station Camp dates are: Mar 11 - 15  
Volunteer hours for all camps are 8:30 am - 4:30 pm.

**Function:**

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

**Responsibilities:**

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.

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.

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 5 - 12

Good communication skills

Able to keep area tidy & organized

Listens to and follows directions well

Able to work independently with little or no supervision

Punctual

Willing & able to participate in all program activities

Provide own mode of transportation to and from Keene Public Library (note: if an issue, please speak to Program Coordinator or CEO)

**PROCEDURES:**

1. Sign the volunteer log located in a binder at the circulation desk.
2. Check in with the Program Coordinator 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 the Program Coordinator that you are doing so.
7. All devices such as cell phones must be turned off during volunteer hours, 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: \_\_\_\_\_