

**CITY OF WESTMINSTER
COMMUNITY VOLUNTEER PROGRAM**

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Parks, Recreation & Libraries
Position Description

POSITION:

YOUNG ADULT VOLUNTEER

WORK AREA:

College Hill - 3705 West 112th Avenue
Irving Street – 7392 Irving Street

RESPONSIBLE TO:

Youth Services Staff

**RESPONSIBILITIES
AND OBJECTIVES:**

1. Short Term and Ongoing Volunteer- subject to availability of projects
 - Book cleaning and shelving
 - Clean tables, bins, computers, and other surfaces
 - Shelve storage books
 - Straighten books
 - Search for request list and trace list items
 - Assist Youth Services staff in a variety of tasks as assigned
2. Summer Reading Program Volunteer
 - Help patrons sign up for the Summer Reading Program
 - Hand out prizes for Summer Reading Program
 - Help with crafts for story hours
 - Assist Youth Services staff with bulletin boards
 - Assist Youth Services staff in a variety of tasks as assigned

TIME REQUIRED:

1. Short term volunteer-hours vary
2. Ongoing volunteer: minimum 2 hours twice/month
3. Summer Reading Program volunteer: minimum 2 hours/week and more as schedule allows

College Hill: 9am-8pm Monday thru Thursday
10am-5pm Friday
1pm-5pm Saturday
1pm-5pm Sunday

Irving Street: 9am-8pm Monday thru Wednesday
10am-5:00pm Friday & Saturday

Morning
 Afternoon
 Evening

M-F
 Sat
 Sun

All Year Round
 Summer Only
 School Year Only

(continued)

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**LENGTH OF
COMMITMENT:**

1. Short term volunteer: hours vary
2. Ongoing volunteer: minimum of 6 months
3. Summer Reading Program volunteer: 1–2 months

MINIMUM AGE:

12 years -17 years

QUALIFICATIONS:

1. Dependable
2. Friendly
3. Like to work with younger children

**WORK/PHYSICAL
ENVIRONMENT:**

Involves bending, stooping, reaching, standing, walking, and sitting.

BENEFITS:

Fun way to meet new friends and contribute to the community
Personal satisfaction
Useful work experience for a resume
Use volunteer work as a work reference

TRAINING PROVIDED:

1. If volunteering during the school year, the volunteer will receive all necessary training and guidance as needed to perform the duties assigned to the position
2. Summer Reading Program, the volunteer must attend a 1 hour training session in May (dates to be determined each year)