

**CITY OF WESTMINSTER
COMMUNITY VOLUNTEER PROGRAM**

Volunteer Coordinator (303) 658-2159

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Parks, Recreation & Libraries / Golf

Volunteer Position Description

POSITION:	<u>Summer Reading Program Volunteer</u>
WORK AREA:	College Hill Library ~ 3705 West 112 th Ave Irving Street Library ~ 7392 Irving Street
RESPONSIBLE TO:	Youth Services Staff
RESPONSIBILITIES:	<ol style="list-style-type: none">1. Help children sign up for the Summer Reading Program2. Hand out prizes for Summer Reading Program3. Help with crafts for story hours4. Assist Youth Services staff with bulletin boards5. Assist Youth Services staff in a variety of tasks as assigned
TIME REQUIRED:	Minimum of 2 hours per week College Hill: 9am-9pm Monday thru Thursday 10am-5pm Friday 1pm-5pm Saturday and Sunday Irving Street: 9am-9pm Monday thru Wednesday 9 am- 5pm Thursday 10am-5:00pm Friday & Saturday Closed: Sunday
QUALIFICATIONS:	<ol style="list-style-type: none">1. Dependable2. Friendly3. Like to work with younger children
LENGTH OF COMMITMENT:	May (training), June and July
MINIMUM AGE:	12 years – 17 years old
WORKING/ PHYSICAL ENVIRONMENT:	Involves bending, stooping, reaching, standing, walking and sitting.
TRAINING PROVIDED:	The volunteer and parent must attend a 1 hour training session in May (dates to be determined each year).