**Santa Clarita Public Library

Summer Reading Beanstack Expert Trainer**

**Volunteer Job Description**

**Position Overview and Impact:**
Trains volunteers in the use of Beanstack (a reading tracking application) for success on the Summer Reading desk to ensure excellent customer service is provided during Summer Reading and helps with the day to day supervision of the Summer Reading desk.

**Key Responsibilities:**
1. Trains individuals in the workings of Beanstack, including but not limited to logging into the system, recording days read for library customers, and accurately passing out prizes when prompted by the system.

2. Schedules individuals for the Summer Reading desk to ensure good coverage throughout the week.

3. Liaises with staff to ensure up to date scheduling information.

**Qualifications:**
\* Ability to use and knowledge of PowerPoint and Outlook
\* Confidence in public speaking
\* Excellent organizational and people skills
\* Beanstack experience helpful, but not required
\* Prior experience training a plus

**Staff Volunteer Contact:** Kendra Fitzpatrick kfitzpatrick@santa-clarita.com

**Training and Support Provided:**
Selected candidate will be trained in Beanstack and given orientation to the Santa Clarita Public Library, the city, and staff.

**Time commitment:**
3-6 hours per week (divided among creating the training presentations and executing training sessions)

**Length of Commitment:**
4 months minimum (1-2 months to craft, presentation 2 months executing training sessions and supervising the desk)

**Benefits of Volunteering:**
\* Gain experience in training
\* Learn about Beanstack
\* Gain knowledge of your local libraries and how they work

**Contact Person:**
Kendra Fitzpatrick kfitzpatrick@santa-clarita.com

Date revised 06/02/2022