

## Volunteer Job Descriptions by Facility

Library 650 South Main Street	Age range <i>Requirements</i>	Description
Book Cleaning Crew	<b>Teens only</b> <i>Saturdays only</i>	Work with peers to brighten up some “well-loved” books! <i>Saturdays 9:30-11:30a.m.</i>
Teen Advisory Council (TAC)	<b>Ages 12-17</b>	Host event programming, develop passive programming, and promote library services and materials. <i>Meets 2<sup>nd</sup> and 4<sup>th</sup> Monday of every month, 6:30-7:30 p.m. Additional meetings and events throughout the year.</i>
Adult Reading Assistance	<b>18+</b> <i>Long-term commitment of several months.</i>	Help English-speaking adults acquire or improve basic reading and writing skills. <i>Scheduling is between you and your student(s).</i>
Homework Helpers	<b>12 +</b> <i>Must sign up for specific shifts</i>	Help students K-8 with homework under the guidance of Library staff. <i>Any day, Monday-Thursday, 3:00-5:00 p.m.</i>
Summer Reading Assistance	<b>Grade 9 +</b> <i>May through July only</i>	Assist with registration and guidelines; distribute prizes; assist with special events. <i>Must be an approved volunteer by May of any given year.</i>
Story Teller	<b>15 +</b> <i>Requires signing up for scheduled time slots.</i>	Read stories quietly and informally to small groups of children in the Children’s Room on a regularly scheduled basis.
Shelf Reader	<b>18+</b> <i>Drop in anytime!</i>	Organize books and audiovisual materials on shelves in call number order.
Junior Page	<b>15 +</b> <i>Drop in anytime!</i>	Trained to reshelve library material in the children’s room, shelf reading, straighten book shelves, sorting items in the circulation workroom.
Technology Coach	<b>15 +</b> <i>Requires scheduling</i>	Directly help the public work with computers and other gadgets.
Book Duster/ Book Straightener	<b>18 +, Special Needs</b> <i>w/Caregiver</i>	Keep the top of books and shelves clean/ line up the books neatly on our shelves.

Office Aide	<b>16+</b> <i>1-4 hours a month</i>	Assist customers at a public desk, help with clerical duties, and/or assisting with craft preparation.
Friends of the Library	<b>18+</b>	Sort, price and sell donated items in the Friend's bookshop.
Special Events Assistant	<b>Age for events vary</b> <b>12+</b>	Email distribution list to assist staff during set-up & tear down of event, helping with activities, etc.

Senior Center 921 South Belle Avenue	Age range <i>Requirements</i>	Description
Facility Assistant	<b>16 +</b> <i>Minimum commitment of 5 hours a month</i>	Setup/clean up after programs, organizing library and mixed media room, general building clean-up.
Class/activity coordinator	<b>18 +</b> <i>Requires a regular schedule, 2 to 3 hours for each class, club or activity</i>	Designed for a person who donates time and uses a LaRS facility or room for an activity of their own design. Examples: Zumba or Tai Chi
Bingo Caller	<b>18+</b> <i>Mondays 2-4 pm, Wednesdays &amp; Fridays 10:30 am-12:30 pm</i>	Bingo meets three time a week. Coordinates the event under staff supervision.

Circle City Center 365 North Main Street	Age range <i>Requirements</i>	Description
Youth Sports Coach	<b>16 +</b> <i>Requires a regular schedule, 2 to 3 hours per week for 6-8 weeks</i>	Coach a team of approximately (12) participants for the youth basketball program, (youth) flag football program, and youth-indoor soccer program.
Facility Assistant	<b>16 +</b> <i>Minimum commitment for 4 hours a month</i>	Help set-up, run and clean up after recreational events, some clerical duties and distribute equipment.
Front Desk Aide	<b>16 +</b> <i>Minimum commitment of 4 hours a month</i>	Assist customers at front desk and file paperwork.
Adaptive Recreation Program Aide	<b>18+</b> <i>Minimum commitment of 5 hours a month.</i>	Dedicated volunteers to assist during our variety of recreational, educational, social and creative activities for those 16 years and older with developmental disabilities.