

# **VOLUNTEER WORK DESCRIPTION**

## **Children's Staff Assistant**

### **DUTIES AND RESPONSIBILITIES:**

- Assist Children's staff in tracking the reading achievement of children for the awarding of summer reading program recognition prizes and awards
- Maintain supplies and alert staff when supplies getting low and need to be re-ordered
- Assist with preparation of storytimes, crafts and special events

### **JOB REQUIREMENTS:**

- Must be dependable
- Must love to work with children
- Must have patience
- Must be accurate

### **TIME REQUIREMENTS:**

- Must be able to commit to minimum of two hours a week during busy times for three months or longer

### **TRAINING REQUIREMENTS:**

- Library orientation training
- Storytime and craft procedures
- Summer Reading program procedures

### **RESPONSIBLE TO:**

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**Branch Manager or Staff Supervisor  
Berkeley County Library System**

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**BRANCH LOCATION**