

SANTA ANA PUBLIC LIBRARY

Volunteer Job Description

Young Adult Services Program Assistant

Duties

Assist Young Adult Services librarian with Teen based programming preparation

Qualifications

- Flexibility
- Patience with teens

Responsible to

Volunteer Coordinator

Responsibilities

- Assist Young Adult Librarian with programming preparation
- Fulfill agreed upon commitment, or give supervisor sufficient notice if unable to complete assignment
- Complete work in a neat and accurate manner with a minimum of distraction to others

Training Provided

- Specific instruction on procedures for delivery of library materials for homebound patrons
- Orientation to the library and to Youth Services

Benefits of Volunteering

- Personal satisfaction in helping plan and implement teen programs
- Satisfaction of providing a much needed service to the community
- Free library card

Time Commitment

Thirty hours in six months

Contact Person

Cheryl A. Eberly, Volunteer Coordinator
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Documented: 2/2004

