

Volunteer Opportunity

LOCATION OF POSITION	LOUISVILLE PUBLIC LIBRARY
POSITION TITLE	CHILDREN'S DIVISION/PROJECT AIDE
SUPERVISOR	CHILDREN'S SERVICES LIBRARIAN
Job Responsibilities:	▪ Roving department assistant, which can include helping with displays, sorting books, and straightening books and toys ▪ Assist with craft prep, pulling books, and refilling supplies ▪ Assist with program preparation, setup, cleanup, and other tasks ▪ Assist in programs as needed
Qualifications:	▪ Available to come in from 3:45 PM – 5:15 PM on Wednesdays ▪ Attention to detail and ability to complete assigned tasks; ability to interact with children and parents ▪ Basic computer skills, such as keyboarding ▪ Must be at least 14 years old
Job Summary:	▪ Assist Library staff with basic tasks in the Children's Department
Material & Equipment Used:	▪ Personal computer, printer, copy machine ▪ Book cart ▪ Craft supplies ▪ Household cleaning supplies for light duty tasks
Work Environment & Physical Activities:	▪ Casual, friendly atmosphere ▪ Bending, stretching, kneeling, carrying, cutting, and lifting will be necessary
Training Provided:	▪ Ongoing training support, as needed
Minimum Time Commitment:	▪ 1.5 hours per week
Benefits:	▪ Social interaction with other volunteers, library staff and patrons ▪ May count toward community service credits for school ▪ Being part of a team at one of the top libraries in Colorado ▪ Annual volunteer recognition

If you are interested, please complete a [City of Louisville Volunteer Application](#). These are available at information desks in the Library and on the Web site. You may return it to the Library in person, by mail, fax, or scan/email. Once your application is received, the supervisor will contact you to discuss the position and your qualifications and availability.