

STORY TAILS VOLUNTEER

Department: Education

Reports to: Development & Community Programs Coordinator

Story Tails' volunteers oversee our Story Tails program, ensuring that our young readers stay on schedule and receive acknowledgement for their participation. Story Tails runs from 3 p.m. – 6 p.m. Wednesday and Thursday, and then from 12:00 p.m. – 3 p.m. on Saturday.

ESSENTIAL DUTIES AND RESPONSIBILITIES

A Story Tails volunteer will be responsible for the actions below at minimum; other duties may be assigned.

- Enjoy children and children's books and have the patience and positive attitude to work with children
- Make a regular commitment so that the program can be successful
- Maintains a friendly and cooperative demeanor with staff, fellow volunteers, and the public.
- Stocks supplies and performs other duties as requested by Development & Community Programs Coordinator.

QUALIFICATIONS:

To perform this role successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Must follow safety standards and procedures and work to ensure a safe environment for animals, the public, other volunteers, and employees.
- Must maintain a consistent, pleasant and non-judgmental demeanor with staff, volunteers, other agencies and the public.
- Must attend an information session and shadow an active Story Tails volunteer for at least one session.