



## **Program Assistant**

### **Summary:**

This is a volunteer opportunity for teens looking to earn community involvement hours in person in the library. This position assists with the facilitation of in-person programs throughout the summer, after school and on weekends.

The hours available for this position are dependent on the programs being offered. The hours of this position are flexible and can likely accommodate your schedule and availability.

### **Duties/Responsibilities:**

Program assistants are required to help with events and programs in the children's department. This may include:

- Setting up for the event
- Helping patrons with the activity
- Restocking supplies
- Cleaning up after the event such as washing dishes, clearing tables, sweeping and vacuuming

### **Skills/Qualifications:**

- 13-19 years old (Applicants 18+ will need to provide a Vulnerable Sector Check)
- Ability to socialize with ease
- An interest in the library and working with children
- You are conscientious, reliable and independent
- You demonstrate strong communication skills, verbal and written
- You are open to learning new skills and undertaking new opportunities
- You require minimal direction once a task has been assigned

### **Benefits:**

- Community involvement hours to satisfy high school graduation requirements.
- Learn new skills necessary for the job market: time management, communication skills, leadership skills, decision making and problem solving skills etc.
- Opportunity to give back to your community

This volunteer program was developed by the Stirling-Rawdon Public Library to provide teens in the community with a meaningful and useful volunteer work experience. With this in mind, library staff request that high school students assume responsibility for communicating with us directly.