

Summer Quest Volunteer Job Description

Volunteers are essential to the operation of the *Summer Quest* program. The primary job of a volunteer is to assist patrons at the *Summer Quest* table. Volunteers must be at least 12 years old or entering 7th grade. **They are expected to commit to working 8 out of 11 weeks during the summer and commit to attending a training session.** Volunteers normally work a 2 or 3 hour shift once a week. Additional hours may be available.

Volunteers will be expected to:

- sign up new readers for SQ on the registration card, printing the required information clearly and completely, and explain how the program works
- take reports from returning readers, pull the reader's card, record the number of books read, and distribute the designated incentives
- stamp, count and sort registration materials and incentives and perform other tasks as needed, such as putting carts in order or shelving books
- keep the SQ materials, table and surrounding area clean and in good order

Volunteers should refer questions from patrons about the location of library materials, use of the catalog, library programs, etc. to the Information Desk staff.

Although unpaid, volunteers represent the library to the public. Volunteers are expected to conduct themselves in an appropriate manner while at work. This includes showing up on time, signing in/out, dressing for a business environment (no short shorts, ripped clothes, etc.), giving friendly, courteous attention to patrons who are waiting to be helped, completing tasks accurately and according to instructions, and limiting chat with friends or relatives who may be in the library.