

# WEST SIDE SUMMIT

## Volunteer Job Description

**Title:** Library Assistant

**Function:** Coordinate our school library for functional use

**Responsible To:** Community Outreach and Volunteer Coordinator

**Role and Responsibilities:**

1. Attend orientation/any additional training
2. Respect and follow WSS Volunteer Handbook
3. Create & coordinate organization for WSS library book categories and maintain organization as books are checked-out and returned
4. Review each book to ensure it is in good condition and appropriate
5. Organize books within each section by author's last name
6. Record each WSS library book in system on iPad
7. Train older WSS students on organization so they may work as "Library Maintainers"
8. *If Interested:* Spend time reading books from the library to WSS classrooms

**Qualifications:**

1. Knowledge of basic English language reading and writing
2. Patience
3. Available time
4. Great organizational skills!
5. Preferred experience in library work

**Time Required:**

1. Attend WSS volunteer orientation and any addition trainings
2. 2 hours per week, preferred commitment of 10 hours per week