Volunteer Position Description

POSITION TITLE: Art Room Volunteer Assistant

DIVISION: Youth Services

SUPERVISOR: Youth Services Volunteer Coordinator

LENGTH OF COMMITMENT: Minimum three months

TIME INVOLVEMENT: Minimum one two-hour shift per week

POSITION SUMMARY: Art Room Volunteer Assistants assist with a variety of enrichment activities with children and general operation of the space. The Art Room is in the James City County Library. Current Art Room hours are: Mon-Thurs 1-7, Fri 1-5, Sat & Sun 1-4. Weekend support is most needed.

MAJOR RESPONSIBILITIES:

• Prepare supplies, move tables and chairs to change room from storytime space to art room
• Welcome people to the space and ensure that children are supervised by caregivers at all times
• Talk with children about their artwork and suggest different art techniques, materials, and projects they can try
• Help people find the materials they need
• Clean up throughout your time in the room and at the end of your shift

PHYSICAL REQUIREMENTS: Administers work with regular walking, bending, light to medium lifting, and other limited physical activities. Regular contact is made with other volunteers, employees, and library users.

QUALIFICATIONS: Ability and willingness to understand and carry out oral and written instructions efficiently. Ability to maintain good work habits, work under minimal supervision. Ability to work well with other volunteers, employees, children, and young adults. Experience working with children is preferred. Experience with the visual arts is a plus. Willingness to undergo training. Volunteers may not have conflicts of interest.

SPECIAL REQUIREMENTS: Volunteers must have completed the eighth grade. Volunteers must attend an orientation session. Parent/Guardian signature required on volunteer application for volunteers under the age of 18. Background checks may be required for adult volunteers in accordance with James City County procedures.