



Volunteer Position Description

POSITION TITLE: Sewing Instruction Support Volunteer

DIVISION: Outreach

SUPERVISOR: Adult Outreach Manager

LENGTH OF COMMITMENT: Minimum 1 year

TIME INVOLVEMENT: Classes take place weekdays and weekends and last approximately 3 hours. In addition, volunteers can anticipate 1½ to 2 hours to assist with program set-up and clean up.

POSITON SUMMARY: Assists sewing instructor with regular sewing classes held in Williamsburg Library building, James City County Library building, or WRL outreach program sites.

MAJOR RESPONSIBILITIES:

- Assist with classroom set-up and clean up.
- Assist with setting up classroom sewing machines.
- Provide instructional support to class participants.

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 adults. Volunteers may not have conflicts of interest. In addition:

- Demonstrate strong sewing skills, experience in dressmaking, quilting, home décor sewing, craft sewing, and pattern reading skills.
- Ability to set up and work with a variety of unfamiliar sewing machines. Trouble shoot sewing machines for basic issues. (i.e. you do not need to be a sewing machine repair person.)
- Excellent communication and interpersonal skills.
- Ability to work well with novice through experienced students.
- Ability to convey love of sewing and support students' learning.
- Ability to work well with adults and supervisors.
- Punctual and reliable.

SPECIAL REQUIREMENTS: Minimum 18 years of age. Experienced sewer with passion for sewing. Volunteer must provide their own transportation. Background checks may be required for adult volunteers in accordance with James City County procedures.

September 18, 2023