

Manhattan Public Library
Volunteer Job Description

Job title: Public Services Volunteer
Department: Public Services

Time Commitment: 1-3 hours per week
Reports to: Programming Coordinator or Program and Children's Services Manager

Summary: Volunteers service a diverse community by assisting staff with programs, which may include storytimes, clubs, teen or adult programs, or events, that appeal to all ages. Volunteers may also help with craft projects, straightening/cleaning in the library, or assisting with organizing library materials.

Mission Statement

Manhattan Public Library connects the community to a world of ideas and information by inspiring readers of all ages, bringing technology's benefits to everyone, and providing a comfortable, welcoming place for all.

Diversity, Equity, Inclusion, and Belonging Statement

At Manhattan Public Library, everyone is respected. The Director and staff are committed to offering collections, programs, and services that support the entire community. We oppose discrimination of any kind, including on the basis of age, race, religion, ability, sexual orientation, gender identity and expression, or socioeconomic status. At Manhattan Public Library, we understand that diversity, equity, inclusion, and belonging are essential to offering our community an intentionally robust and enriching experience. All are welcome at Manhattan Public Library.

Duties:

- Assisting with set up and clean up before and after the program, which may include moving chairs, rugs, tables, or other furnishings;
- Writing nametags for children;
- Getting a count of the number of participants;
- Helping kids, teens or adults with craft projects and other activities;
- Handing out instruments, books, snacks or other interactive items during the program;
- Assisting latecomers in getting situated;
- Assisting with preparations such as cutting, gluing, stapling, etc.
- Helping with straightening or cleaning in the library.

Skills required:

- Ability to cooperate with staff and the public.
- Ability to maintain a professional manner when dealing with the public.
- Ability to follow instructions given by staff.
- Ability to be welcoming and inclusive of all people.

Qualifications and Skills:

- 18 or older
- Experience working with children or teens is desired.

Physical Requirements:

The duties of this job may include physical activities such as helping to lead action rhymes or children's games; dexterity to write legibly; and the ability to move around and navigate a space with children and adults.