

## VOLUNTEER POSITION DESCRIPTION

**Title:** Sharing the Gift Presenter

**Position Summary:** An opportunity to share your love of books with young children! This position shares stories, fingerplays and other library materials with children in preschools and licensed day care centers.

**Location:** Assigned to a preschool or a licensed day care center in Harford County. Every attempt will be made to honor personal preferences to a particular preschool or day care center, but this cannot be guaranteed.

**Need:** Minimum of a half-day each month from October through May. Training is mandatory for all new volunteers.

### Essential Functions:

- Retrieves and returns story time materials from their local library branch on a monthly basis;
- Practices and presents a prepared pre-school story time at assigned location on a monthly basis (from October through April);

### Standard Functions:

- Completes and submits a monthly timesheet for record keeping purposes;
- Is dependable and punctual;
- Maintains a positive, friendly and cooperative attitude and provides consistent customer service;
- Upholds all library policies and procedures of the Harford County Public Library;
- Performs other duties as assigned.

### Required Knowledge, Skills, and Abilities:

- Ability to interact with young children in a group setting;
- Ability to gain working knowledge of skills needed to present preschool programs;
- Ability to act as a representative of Harford County Public Library to the public.

### Education and Experience:

- High school diploma or G.E.D.

### Physical and Environmental Conditions:

- Transportation to the local library branch and to the assigned location (preschool or licensed day care center) is required;
- Work requires light physical effort in the handling of light materials in non-strenuous work positions up to 10 pounds.

**The above volunteer position description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. The library administration reserves the right to change, modify, delete, and supplement job duties based on the organizations needs. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.**