

BERKELEY PUBLIC LIBRARY

Volunteer Services

Job Description: Outreach Program Assistant

Importance of Position: Present monthly performances at local residential care and nursing care facilities. The one hour programs include storytelling, poetry reading, and other oral performances. Purpose of program is to help rekindle memories with the oral presentations of artists ranging from Langston Hughes or Carl Sandburg to Shakespeare; residents are encouraged to make comments and participate.

Qualifications:

1. Must be able to work with the frail and elderly
2. Must be comfortable in front of an audience
3. Desire to help the library and members of the Berkeley community
4. Enthusiasm
5. Enjoys working with others
6. Willing and able to follow directions
7. Patience
8. Able to commit to and keep scheduled hours

Responsible To: Library Outreach Services

Responsibilities:

1. Chooses appropriate material of their choice within guidelines
2. Presents short pieces in alternation with another
3. Program preparation

Benefits of Volunteering:

1. Satisfaction of providing a much-needed service to the library and the community
2. Opportunity to work with new people and help others
3. Opportunity to become familiar with different aspects of our community

Time Commitment: One to two hours per month

Length of Time: Four-month commitment

Grounds for Termination:

Failure to follow directions; unacceptable customer service; failure to fulfill time commitment

Contact Person: Colleen Fawley, Outreach Services, 510-981-6160

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