



2331 New Street
Burlington, ON L7R 1J4
905.639.3611
www.bpl.on.ca

Position Title: Children's Program Assistant Volunteer

Description

Children's Program Assistant Volunteers assist with a variety of tasks that enhance the services offered by Burlington Public Library. These tasks may include, but not limited to: tidying children's area, assisting with craft preparation (cutting out paper items, organizing craft supplies, and filling craft bins), set-up and clean-up of LEGO/game programs.

Expectations and Responsibilities

- Be on time and prepared to participate.
- Act as a positive representative of BPL.
- Follow directions and instructions.
- Perform volunteer duties in a safe and appropriate manner.

Time Commitment

- The schedule is flexible and based on the needs of the library branch and the availability of the volunteer.

Skills / Qualifications

- Enjoy working with people.
- Organized, helpful, and patient.
- Demonstrates initiative in completing tasks.

Benefits

- Participate in and acquire valuable experience in a variety of tasks.
- Gain a sense of pride and responsibility in serving the community.
- Meet new people.
- Flexible schedule.

Orientation / Training

All volunteers attend an orientation session that covers volunteer policies and procedures and safety issues. In addition, training will be provided when required to perform a specific task.

Contact

Jodi Cabral, Coordinator, Volunteers, 905.639.3611 ext 1154 / cabralj@bpl.on.ca