

Oceanside Public Library
Volunteer Job Description

Children's Program Assistant

Purpose: To assist and enhance Library staff by providing children with additional educational, cultural, and recreational program opportunities.

Qualifications: Experience working with children, comfortable speaking to groups, punctual and dependable, and an upbeat, friendly and warm demeanor.

Responsibilities: Monitoring program activities, answering questions from children and parents, assisting in preparation and distribution of program materials, and performing tasks as needed during programs and events. Managing set-up, crowd control, take-down and clean-up as needed.

Training Provided: An orientation and step by step guidelines will be shared.

Time Commitment: Four hours per month. Some programs can be held only once, and others on a weekly or monthly basis.

Length of Commitment: Minimum six month commitment requested.

Responsible to: Grace Francisco, Children's Services Manager, 760-435-5638
Franklin Escobedo, Mission Branch Manager, 760-435-5577

Contact: Cheri Noel, Volunteer Coordinator, 760-435-5564