

Oceanside Public Library  
Volunteer Job Description

***Children's Services Assistant***

**Purpose:** To assist the Children's Department with basic tasks such as shelving books, craft preparation and displays. Also to help with special projects, programs, children using the computers, and during the Summer Reading Program.

**Qualifications:** Ability to alphabetize, read small print, lift 10 pounds, work well with children, and with minimal supervision. Knowledge of Dewey Decimal System and basic computer skills are a plus.

**Responsibilities:** Putting carts of books in proper order, shelving library items in the correct location, and checking shelves, item by item, to verify correct order. Preparing needed materials for planned activities and special projects and programs as directed, and assisting with displays and decorating. Helping children during the Summer Reading Program and on computers as needed.

**Training Provided:** Training in the Dewey Decimal System, if unfamiliar, and the location of materials in the collection. Orientation to programs and procedures as needed.

**Time Commitment:** Two to three hours per week.

**Length of Commitment:** Minimum six month commitment requested.

**Responsible to:** Grace Francisco, Children's Services Manager, 760-435-5638

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