**POSITION:** Library Summer Learning Assistant

<table>
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<th>Purpose of Position:</th>
<th>Teen volunteers are needed at the San Mateo Public Libraries to assist with our exciting children’s Summer Learning Program 2017. This volunteer opportunity is available at all three San Mateo Library locations with a limited number of openings.</th>
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| Qualifications:     | • Age 14 and older or entering the Ninth Grade in September  
                       • Enjoys interacting with children  
                       • Good communication skills  
                       • Able to take directions and work independently  
                       • Able to make a weekly commitment  
                       • Organized and pays attention to detail |
| Responsibilities:   | • Sign up younger children for the program  
                       • Hand out prizes  
                       • Assist at programs  
                       • Help with other library tasks as needed. |
| Required Training:  | Volunteers much attend an interview and orientation during the week of May 15th. More information about your times for interviews and orientation can be found in this Volunteer Interest Survey [https://www.surveymonkey.com/r/SQSYT5B](https://www.surveymonkey.com/r/SQSYT5B). Complete your survey the same day you fill out your Library Volunteer Application. |
| Time Commitment:    | 2 hours per day, 1-2 shifts per week. Please note that shifts cannot be longer than 2 hours per day. Requests to serve for more than 2 shifts will be considered depending on the number of volunteers. Volunteers have to assist with at least one special summer program |
| Available Shifts:   | **Main:** Mon-Thurs: 10am – 12noon or 3pm – 5pm or 5pm – 7pm  
                       Fri: 1 – 3 pm or 3 – 5pm  
                       Sat: 10am – 12noon or 3pm – 5pm  
                       Sun: 1 – 3pm or 3pm – 5pm  
                       **Hillsdale:** Mon: Tues, Thurs 3pm – 5pm  
                       Wed: 10am – 12noon or 2pm – 4pm  
                       Fri: 12 noon – 2pm or 1 – 3 pm  
                       Sat: 11am – 1 pm or 3pm – 5pm  
                       **Marina:** Mon, Wed, Fri: 3pm – 5pm  
                       Tues: 10am – 12noon or 2pm – 4pm  
                       Sat: 11 am – 1pm or 3pm – 5pm |
| Length of Commitment| Volunteers will be needed Monday, June 5th thru Monday July 31st. You must be available for the majority of this time. |
| 3 Site/Station:     | Main Library, Hillsdale Library and Marina Library |
| Reports to:         | Children’s Team’s Summer Learning Supervisor |
| Apply Online:       | Interested? Simply visit [www.cityofsanmateo.org/volunteer](http://www.cityofsanmateo.org/volunteer) and complete & submit your Library Volunteer Application. In the Assignment Preference section of the application, CHOOSE Library Summer Learning Assistant from the pull down menu. |