

POSITION: Volunteer Storytime Assistant

Purpose of Position:	Assist Children's Services department with Storytime
Qualifications:	<ul style="list-style-type: none"> • Age 14 and older • Enjoys interacting with children • Good communication skills • Ability to understand and follow directions clearly • Reliable and responsible • Spanish/English and Chinese/English bilingual speakers encouraged to apply • Must complete a DOJ background check
Responsibilities:	<ul style="list-style-type: none"> • Assist with crowd control • Blow bubbles • Provide hand stamps to children • Clean Storytime props • Maintain safe and clean environment for Library patrons • Provide high quality customer service
Selection and Training:	<ul style="list-style-type: none"> • Interview with Children's Services Staff and/or Volunteer Coordinator • Attend Library Volunteer Orientation Tour and training covering tasks listed above
Time Commitment:	<ul style="list-style-type: none"> • 2-hour shift, 1 day a week • Available shifts: Tuesday, Wednesday, Thursday mornings, 10:00 am - 12:00 pm
Length of Commitment:	Minimum of 3-6+ months requested
Site/Station:	Multiple positions available at San Mateo Main, Hillsdale Branch, and Marina Branch
Reports to:	Children's & Literary Services Staff
Contact Person:	Kristen Erbst, Library Volunteer Coordinator - T: 650-522-7821 E: kerbst@cityofsanmateo.org
Apply Online:	Interested? Apply today at www.cityofsanmateo.org/volunteer

Donna Divodi, Citywide Volunteer Coordinator
Phone: (650) 522-7277
Email: ddivodi@cityofsanmateo.org