**POSITION:** Volunteer Storytime Assistant

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<th>Purpose of Position:</th>
<th>Assist Children’s Services department with Storytime</th>
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| **Qualifications:** | • 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:** | • 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:** | • Interview with Children’s Services Staff and/or Volunteer Coordinator  
• Attend Library Volunteer Orientation Tour and training covering tasks listed above |
| **Time Commitment:** | • 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 online today!](#) |

**Contact us:**
Phone: (650) 522-7277  
Email: VolunteerSource@cityofsanmateo.org

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