

Butte County Library Literacy Program

Volunteer Literacy Coach Assistant

Job Description

Importance of Position: Enrich the lives of young children by expanding their exposure to books and reading

Qualifications:

- Ability to pleasantly interact with children and adults
- Ability to follow oral and written directions
- Basic knowledge of computers
- Prior experience working with children

Responsible To: Mobile Library Literacy Services Coordinator

Responsibilities:

1. Prepare, assemble, distribute and assist with materials for various Literacy programs
2. Use office equipment to prepare materials
3. Positively interact with school children and adult staff while on the Literacy Coach
4. Maintain areas used in the Literacy Office and on the Literacy Coach
5. Organize and inventory craft materials
6. Provide computer instruction to guests on the Literacy Coach

Training Provided: Orientation to Literacy Services and office equipment instruction

Benefits of Volunteering:

- Opportunity to work with children
- Opportunity to be part of a team to improve literacy in our county
- Opportunity to practice or learn new skills and gain work experience

Time Commitment: 2-5 hours per week

Length of Commitment: 9 months-1 year

Grounds for Termination:

- Failure to carry out assigned responsibilities
- Unreliability
- Misrepresenting Literacy Services or its policies

Contact Person: Sandra Woodson, Library Assistant III (530) 538-7198

Date Revised: 2/07