

VOLUNTEER JOB DESCRIPTION

JOB TITLE:	POP-UP VOLUNTEER – SUPERVISED
REPORTS TO:	Information Staff
SUMMARY	
<p>Under the direction of a designated supervisor, the prospective volunteer will help on an as-needed basis with specific programs and initiatives at VPL, such as creating program materials and helping to facilitate programs. Volunteer hours will be based on VPL's preparation needs for specific programs and services with 10 hours offered per quarter/session. Volunteers will be informed at least two weeks in advance by email about upcoming opportunities.</p>	
RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. Creates program support materials under the guidance of VPL staff 2. Provide support to VPL staff in the delivery of programs such as demonstrating activity stations and interacting with participants 3. Assist with special projects/tasks as assigned 4. Ensure assigned tasks are completed in a timely, organized, and professional manner. 5. Good attendance and punctuality is required. 6. Supports the <i>Mission, Vision</i> and <i>Values</i> of Vaughan Public Libraries. 7. Responsible for following Health & Safety policies and procedures. 8. Record hours worked and tasks accomplished if required for community service placements. 9. Other duties as assigned. 	
QUALIFICATIONS	
<ul style="list-style-type: none"> • Completed Grade 8. Must be 14 years or older. • Shows enthusiasm and proficiency for design, digital technologies, customer service, and library programming assistance. • Ability to clearly communicate and help others understand program structure, guidelines, and content. • Ability to communicate courteously and effectively. • Enthusiasm for working with people of all ages. • Patient, dependable and reliable. • Possesses good time management and organizational skills. • Volunteers 18 years or older must obtain and submit a Police Vulnerable Sector Check prior to participating in program. 	
TIME COMMITMENT	
<ul style="list-style-type: none"> • Volunteers must communicate in a timely and professional manner to ensure that VPL Information Staff can plan and prepare accordingly. • Volunteer sessions can range from 2-4 hours and will be scheduled at least two weeks in advance. A minimum of 10 volunteering hours per semester will be offered. • Each program/project may take 6+ hours of planning and preparation over several sessions. • Volunteering schedules and requirements will vary depending on branch needs. 	
APPLICATION PROCESS	
<ul style="list-style-type: none"> • Volunteers must complete and submit a Pop-Up Volunteer application. • Volunteer must provide two references and successfully complete an interview. • Volunteers must complete the 'Release of Liability, Waiver of Claims, and Assumption of Risks' form 	
TRAINING	
<ul style="list-style-type: none"> • Volunteers must attend an orientation/training session prior to participating in their first program preparation session. 	
BENEFITS	
<ul style="list-style-type: none"> • Volunteers will gain valuable work experience and develop teamwork, leadership and customer service skills. • Volunteers will earn community service hours for their secondary school diploma. 	