

## VOLUNTEER JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>SUMMER STEAM CAMP VOLUNTEER – SUPERVISED</b>
<b>REPORTS TO:</b>	Librarian II – Programs & Event Development
Under the direction of the Librarian II – Programs & Event Development and STEAM Camp Coordinator, volunteers will assist with the delivery of Summer STEAM Camp programs.	
<b>RESPONSIBILITIES</b> <ol style="list-style-type: none"> <li>1. Assist the STEAM Camp Coordinator and STEAM Camp Facilitators with the execution and preparation of daily camp activities.</li> <li>2. Create an encouraging and positive experience for Summer STEAM Camp participants.</li> <li>3. Help establish and maintain a fun summer camp atmosphere.</li> <li>4. Good attendance and punctuality is required.</li> <li>5. Supports the Mission, Vision, and Values of Vaughan Public Libraries.</li> <li>6. Responsible for following Health &amp; Safety policies and procedures.</li> <li>7. Record hours worked and tasks accomplished if required for community service placements.</li> <li>8. Other duties as assigned.</li> </ol>	
<b>QUALIFICATIONS</b> <ul style="list-style-type: none"> <li>• Completed Grade 9 and a minimum of 14 years of age.</li> <li>• Ability to communicate courteously and effectively.</li> <li>• Good technical knowledge of PC applications, iPads, and online tools.</li> <li>• Enthusiasm for working with children.</li> <li>• Patient, dependable, and reliable.</li> </ul>	
<b>TIME COMMITMENT</b> <ul style="list-style-type: none"> <li>• Volunteers must commit to a minimum of 4 hours a day, 5 days a week (Monday – Friday) for one full week of camp (minimum 20 hours per week).</li> </ul>	
<b>APPLICATION PROCESS</b> <ul style="list-style-type: none"> <li>• Volunteers must complete and submit a Summer STEAM Camp volunteer application.</li> <li>• Volunteers must submit two reference letters and successfully complete an interview.</li> <li>• Volunteers must complete the 'Release of Liability, Waiver of Claims, and Assumption of Risks' form</li> </ul>	
<b>TRAINING</b> Volunteers must attend an orientation/training session prior to participating in the program.	
<b>BENEFITS:</b> <ul style="list-style-type: none"> <li>• Volunteers will gain valuable work experience and develop teamwork and leadership skills.</li> <li>• Volunteers will earn community service hours for their secondary school diploma.</li> </ul>	
<b>OTHER</b> Vaughan Public Libraries aspires to engage volunteers who represent the diversity of the community we serve. VPL is committed to equity in its policies, practices, and programs, and we support diversity in our services to the public, our volunteers and work environment. All qualified individuals who would contribute to the further diversification of our organization are encouraged to apply.  Vaughan Public Libraries is committed to the principles of the <i>Accessibility for Ontarians with Disability Act (AODA)</i> . As such, we strive to make our volunteer selection process as accessible as possible and provide accommodations as required. If you require accommodations during the volunteer application and	

selection process, please notify the staff member responsible for the volunteer position you are applying for. Vaughan Public Libraries is also committed to ensuring that confidentiality is maintained throughout all aspects of the volunteer selection process.