



## **Bancroft** **Volunteer Position Description**

**Position Title:** Volunteer Library Assistant

**Basic Function:** To support and maintain a library program at Bancroft NeuroHealth

**Reports To:** Manager of Volunteer Services

**Position Responsibilities:**

1. Participate actively in the learning experiences of persons served through the library program.
2. Acquaint students with a library setting. Model appropriate library etiquette.
3. Instill in students a respect for books and a love for reading.
4. Maintain the library in an organized manner.
5. Work cooperatively with teachers and staff in scheduling library times and planning library activities.
6. Act as a role model for persons served and staff.
7. Demonstrate core values of Teamwork, Compassion, and Independence in the performance of job responsibilities.

**Position Requirements:**

**Education:** Not applicable  
**Experience:** Not applicable  
**Special Skills:** Minimum 16 years of age.

I have received a copy of my job description and understand that if I have any questions about my job responsibilities (listed or later assigned) I should ask my on-site supervisor or Manager of Volunteer Services for clarification.

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**Volunteer Signature**

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**Date**

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**Human Resources Signature**

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**Date**