

## Saint Paul Public Library Summer Reading Program Volunteer

- Summary:** The objective of this position is to assist with the annual Summer Reading Program.
- Duties:**
- Desk Volunteering:*
- Enroll children in the Summer Reading Program using the procedures provided by the library.
  - Note the summer reading milestones and completion on the SRP forms.
  - Distribute completion incentives to participants.
  - Promote the Summer Reading Program by greeting youth/parents and inviting them to participate.
  - Promote reading by reading one-on-one to children at the library, and encouraging children to check out books.
- Special Events:*
- SRP volunteers may volunteer for a specific event. For these duties, see the Program and Events Volunteer description.
- Qualifications:**
- Must be 12 years or older.
  - Enjoy working with children.
  - Enthusiastic about reading.
  - Ability to follow procedures and adhere to Library Policies
- Commitment:** Two hours each week for the duration of the Summer Reading Program. Specific schedule to be determined by the library.
- Training/Supervision:** On-site training.
- Wendy Neurer, Library Volunteer Coordinator, is available to answer questions and discuss any concerns at 651.266.7420 or [wendy.neurer@ci.stpaul.mn.us](mailto:wendy.neurer@ci.stpaul.mn.us)