

<b>Position Title:</b>	<b>Story Elves (Children’s Collection &amp; Programs)</b>
<b>Purpose:</b>	The goal of this position is to help the youth services and librarian curate the collection. As well as enhance the children’s space to invite and engage every age child who enters. Assisting Children’s Programs in carrying out the goals of creating a safe independent space and a love of being in the library with family and friends through programs, thoughtful art and activities.
<b>Position Summary:</b>	<p>Help prepare materials specific for programs, group and independent activities or projects, pull selections from shelves for weekly story times, outreach, weeding projects, or book clubs.</p> <p>Re-shelve books in proper order.</p> <p>Prep independent activities in the children’s collection with precision and thought.</p> <p>Learn to recognize and offer suggestions of activities appropriate for the space. Use initiative, give feedback.</p> <p>Substitute for story time if needed. (After some observation)</p>
<b>Benefits:</b>	<p>Get to know the Lopez community of children.</p> <p>Learn appropriate developmental activities and what interests children of particular age groups.</p> <p>Enjoy getting to know children’s literature.</p> <p>Learn storytelling.</p> <p>Learn to shelve and pull selections from the children’s library.</p> <p>Work with uplifting and interesting staff and patrons at the library.</p> <p>Assist to curate a space that invites and engages children with the collection and those who care for it.</p>
<b>Reports To:</b>	Jane, Beth

<b>Skill Sets:</b>	<p>A volunteer must be responsible, respectful and accountable as well as enjoyable to work with.  Have good fine motor skills, for putting things together, cutting and writing.  Initiative to complete and follow through with project.  Proficient computer skills would be helpful.  Good listening skills and follow through - able to work without phone in hand.  Some organizational skills.  Interest in learning.  Spanish speaking is a plus.</p>
<b>Commitment:</b>	<p>For ongoing weekly programs that go throughout the school year, 1-2 hours per week would be helpful.  For seasonal programs 1-2 hours prep and assistance during the program function.  Continuing upkeep and refresh, repair, children's collection installations and art. 1 hour a week.</p>
<b>Times Available:</b>	<p>MONDAY and FRIDAY 10-5pm for pulling books, re-shelving, repairing, prepping activities or refreshing independent activities. Tuesday-Thursday 10-5pm one on one help with program prep, assistance or substituting.</p>
<b>Location:</b>	<p>Mostly on site</p>
<b>Application:</b>	<p><a href="#">Online Application</a> or Paper Application</p>
<b>Contact Person:</b>	<p>Jane at <a href="mailto:jane@lopezlibrary.org">jane@lopezlibrary.org</a></p>