

**James V. Brown Library  
Volunteer CIRCLE Program  
Position Description**

**Art Activity Center Planner**

The Art Activity Center Planner plans and implements activities for the art activity center that meet the educational and artistic needs of children, parents, and caregivers by creating hands-on make and take art activities. This person will create these special art activities on a monthly basis ensuring that they are simple, developmentally appropriate, inexpensive and most importantly, allow for children to explore their imagination. This person will work with Youth Services staff for supplies and ideas.

<b>Hours</b>	Flexible.
<b>Time Commitment</b>	Flexible.
<b>Location</b>	Youth Services Department.
<p><b>Nature of Work</b> The following list is representative of the typical duties and responsibilities performed. The employee's actual duties and responsibilities may vary slightly depending on department needs and individual assignments.</p>	<p>Plan, with the assistance of youth services staff when needed, simple art activities for the art activity center. Change the activities on a monthly basis to ensure that children are introduced to a variety of art and craft styles. Work with youth services staff to ensure the activities are fun and developmentally appropriate. Have fun, share art, engage imaginations.</p>
<b>Qualifications</b>	<p>Must love Art. Must love children. Must love libraries. Must be able to and be comfortable with planning easy, simple, inexpensive art make-and-take activities. Ability to understand basic early childhood art activities and how they engage young imaginations. Desire to share the joy of art with children.</p>
<b>How to Apply</b>	<p>Contact Volunteer Coordinator at 326-0536, pick up paper application at library customer service desk, apply online at <a href="http://www.jvbrown.edu/volunteer.html">www.jvbrown.edu/volunteer.html</a></p>
<b>Supervisory Department</b>	Family and Youth Services