

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

Youth Services Tour Guide	
Hours	Volunteer hours will be scheduled in 2 hour blocks on Friday mornings.
Time Commitment	Friday mornings from 10:00 a.m. - 12:00 p.m.
Location	Youth Services Department and the entire library.
Nature of Work	The Youth Services Programming Coordinator will make contact with groups, schools, organizations, etc. who have expressed an interest in scheduling a tour of the library. The Youth Services staff will provide training and the information needed for the volunteer to conduct the tour and answer questions about the new wing. Volunteer would then provide the tour at the scheduled time. Tours do include a storytime segment that will traditionally be conducted by a Youth Services Staff Member.
Qualifications	Interest in working with children and patience. An interest in the library and its history. Training will be provided.
How to Apply	Contact Volunteer Coordinator at 326-0536, pick up paper application at library customer service desk, apply online at www.jvbrown.edu/volunteer.html
Supervisory Department	Youth Services