

Public Library

Summer Lunch Volunteer

Job Description

Importance of Position: Hunger prevents children from reaching their potential and diminishes their capacity to learn. Low income children who are eligible to receive a free lunch at school each day often go hungry when school is out during the summer. Volunteer participation will ensure that hungry children are fed.

Qualifications:

- Available during lunch time hours during the week
- Enjoy working with children
- Physical ability to help set up, count and serve lunches, monitor and clean up before, during and after lunch a minimum of 4 times over the summer on dates of your choosing
- Willing to undergo a background check, since you will be working with children

Responsible To: Volunteer Summer Lunch Site Coordinator on the days you volunteer

Responsibilities:

1. Select a minimum of four 1.5 hour shifts on summer Mondays through Fridays – shift times will fall between 11:45 a.m to 1:45 pm.
2. On days you have volunteered for a shift, you will assist with set up, counting and serving lunches, monitoring children during lunch, and cleanup. If lunch is delayed for some reason, be prepared to “entertain” children by reading with or to them, or even doing small crafts.
3. Attend a one hour orientation in early June. Since it is a joint project of the library and a federally funded program, you will be expected to learn and follow all federal guidelines and library/city/county regulations and procedures to avoid jeopardizing continued funding of the program.
4. If you cannot attend one of your assigned shifts, notify _____ immediately so that a replacement can be found, and lunch time will be fully staffed.

Training Provided: Several options will be provided for you to complete a one hour mandatory training on procedures and rules in early June over a lunch hour.

Benefits of Volunteering:

- Opportunity to ensure children don't go hungry
- Chance to meet people who share your interests and concerns about our community

Time Commitment: Minimum of four 1.5 hour shifts during the summer

Length of Commitment: This is a summer program only

Grounds for Termination:

- Not keeping commitments
- Not following rules and procedures
- Inappropriate behavior with children

Contact Person: Name, title, phone and e-mail

