

# Volunteer Recruitment for Los Gatos Library

## Position: **Arts Volunteer**

(1 or 2 positions available)

**Availability:** The Los Gatos Library hosts a certain number of art programs per month. **For the summer of 2019, there will be more art programs than usual (about 3-4 per month)**, whereas for the rest of the year there may be just 1 per month. The volunteer(s) will be contacted ahead of time to schedule their shifts, and they must be available during the summer time, as well as some weekday evenings.

### **Responsibilities:**

- Help with setting up the art class
- Help with cleaning up after the art class
- Assist students with various needs (provide more supplies and materials for students, repeat instructions, etc.)
- Assist art teacher or library staff members with various related tasks

### **Requirements:**

- Must be able to communicate via email to schedule shifts ahead of time (shifts will be sporadic, but the supervisor will communicate in advance the days and times the volunteer will be needed, and **the volunteer will communicate which shifts they can take**)
- Must be able to keep track of shifts and handle the inconsistent nature of the schedule
- Must be able to communicate with supervisor if they cannot make it to their shift ahead of time
- Must be able to communicate well and respectfully with library staff and patrons
- Must be ready and willing to help with setting up and cleaning various types of art classes
- Must be a people-person
- Must love art! ☐

If interested in applying, please fill out the Volunteer Application Form and a library staff member will reach out to you.