

**CITY OF SARATOGA SPRINGS
JOB DESCRIPTION**

JOB TITLE: Library Story Teller

DEPARTMENT: Library

STATUS: part-time, 2-3 hours monthly as scheduled

JOB DESCRIPTION APPROVAL DATE:

SALARY RANGE: Volunteer

SUPERVISOR: Library Storytime Coordinator, if available
Library Director

GENERAL PURPOSE

The Library Story Teller, under the direction of the Library Storytime Coordinator assists with the development and delivery of special reading programs and services (children, adult, young adults).

SUPERVISION RECEIVED

Library Storytime Coordinator

SUPERVISION EXERCISED

None

SPECIFIC DUTIES

- Prepare storytime plans
- Setup and takedown of storytime space
- Assists with the delivery of special reading programs and services (children, adult, young adult)
- Give supervisor sufficient notices if unable to meet volunteer schedule.

Note: This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

JOB QUALIFICATIONS

- For scheduling purposes volunteer must make a commitment to a specific week of each

month for one year

- Ability to communicate positively with young children and their parents/guardians
- Ability to create, organize and follow through with planned activities
- Volunteers over 18 years will be required to undergo a background check, which the Library will pay for
- Give supervisor 24 hour notice if unable to meet volunteer commitment

EDUCATION AND EXPERIENCE

Successful candidates for the Library Story Teller position the ability to read at an 8th grade level or higher.

PHYSICAL DEMANDS

Physically able to interact with program participants

APPLICATION PROCESS

Interested candidates should complete a Library Volunteer Application and submit it to:

City of Saratoga Springs
Attention: Melissa Grygla
1307 N Commerce, Dr, Suite 200
Saratoga Springs, UT 84045

Applications are available at: <http://www.saratogaspringscity.com/library>

Applications can be emailed to MGrygla@saratogaspringscity.com.