



**Title:** Youth Services Program Assistant

**Contact person:** Volunteer Coordinator: 607-272-4557 ext. 226, [VolunteerCoordinator@tcpl.org](mailto:VolunteerCoordinator@tcpl.org)

**Supervisor:** Sara O'Shea [soshea@tcpl.org](mailto:soshea@tcpl.org) or [YouthSvcs@tcpl.org](mailto:YouthSvcs@tcpl.org)

**Job duties:**

- Cut out, glue together, or otherwise prepare materials for youth programs
- Light clerical work such as stuffing envelopes or labeling
- Help set up and break down rooms for youth services events
- Assist the staff at events, interacting with children and parents

**Requirements:**

- Being comfortable around and good at working with children
- Excellent customer service skills for working with the parents
- Flexible availability
- Positive, upbeat attitude
- Capable of following instructions
- Patience
- Must be free of all communicable diseases

**Hours:** Youth Services Program Assistants will have a somewhat irregular schedule. Events can happen any day of the week or time of day, so a flexible schedule is a plus. You aren't necessarily required to be at every event, but the more you can help with, the better. Program preparation will likely be weekday daytimes, but again, flexibility is a strong factor.

**Impact of your work:**  
*"...working with kids and offering them fun, informative programming and services often requires a lot of small details. Whether it's having die-cuts for them to create their next craft project, shelf-reading the pictures books so they can easily be found, or even just having clean, sanitized toys for them to play with – all of these tasks take time, time which staff does not have! So it's vital to the success of our department that these volunteers are available to help us out with these details that we are able to build our programs and services on top of! Thank you to all the YS volunteers!" (Sarah, librarian)*