



## UCP OF SACRAMENTO AND NORTHERN CALIFORNIA

### VOLUNTEER POSITION ANNOUNCEMENT

**TITLE:** Librarian Assistant

**REPORTS TO:** Loie Rhodes, Day Program Manager

**SUPERVISES:** None

**HOURS:** Unpaid part-time volunteer position with shifts consisting of 2-4 hours; 1-3 shifts per week within the business hours of 8:00 a.m. – 3:00 p.m.

**LOCATION:** Twin Rivers Adult Growth Experience Day Program in North Highlands.

**GENERAL DESCRIPTION:** Under direction of the Day Program Manager and in accordance with agency policies provides administrative support of the Day Program through library activities.

#### QUALIFICATIONS

1. Able to lift and bend while sorting library books. Occasionally lifting boxes of books weighing 10-20 pounds.
2. Basic computer skills are needed to label book categories and make display signage.
3. Visionary to offer creative ideas to help further develop the curriculum for our clients.
4. Must enjoy working with people who have developmental and physical disabilities. No personal care of clients is needed.
5. Must set a regular weekly schedule to maintain the duties of this position.

#### DUTIES

Performs a variety of administrative duties, mainly focused on the organization of the library books in our Adult Day Program. Books are sorted and categorized by topics, rather than Dewey Decimal Classification, so that they are easy for our clients to locate. Books are displayed at a lower height so that they are accessible by all (clients who use wheelchairs or mobility devices). Signage will help clients to be able to locate books needed for curriculum activities.

This position will also help to create gallery displays which will be used to encourage learning activities for our clients. As clients use the library books to research various topics for their provided curriculum, art projects will be created to continue the learning process. This position will assist in displaying those various art projects, which could include stories, poems, crafts, etc., in a creative manner.

Eventually, as this position becomes familiar with the Day Program curriculum, this volunteer will work with the Day Program Manager and the Friends of the Sacramento Library to select donated books and materials for this program.

#### APPLICATION

To be considered for this volunteer position, please visit our website at <http://ucpsacto.org/volunteer-application/>.