



TYLER ARBORETUM STORYWALK®* VOLUNTEER JOB DESCRIPTION

PURPOSE OF SERVICE: Assist with the preparation of books and stations, assembly and disassembly of stations and selection of StoryWalk®* materials. In some cases, assist in content preparation for the StoryWalk®* landing page on the Tyler website.

QUALIFICATIONS/SKILLS:

- Availability to volunteer five to six times a year for approximately four hours.
- Good health with physical dexterity, ability to bend and kneel, and tolerance for working outdoors.
- Stamina, endurance, eye for detailed work and patience.
- Willingness to work as part of a team and to accomplish assignments.
- Beneficial: Knowledge and appreciation of children's literature.

TYPICAL ASSIGNMENTS: Taking stations apart, cleaning surfaces, laminating book pages, placing pages in mats, reassembling stations. Aiding in the selection of appropriate StoryWalk®* materials. In some cases, write website content for new book selections or planned display material.

EXPECTATIONS:

- Sign-up for workdays using SignUpGenius and report as scheduled. Notify the supervisor in advance if you are unable to keep your commitment, and delete your sign-up.
- Dress for work indoors or outdoors, in comfortable, serviceable, and presentable clothing. Wear sturdy closed toe shoes.
- Treat all tools with care and learn proper techniques to use them. Return all tools and Arboretum property to the proper location, clean and ready for reuse.
- Follow instructions from your supervisor. Ask what you need to know to complete your assignments. Communicate openly with your supervisor to build productive working relationships. Be sure to mention physical limitations and safety concerns.
- Plan to take a break with fellow workers to share common interests and build a working team.
- Have fun.

TRAINING AND DEVELOPMENT:

- Required annually: Volunteer Safety Training covering tools, dress code, personal protective equipment, vehicle requirements and safety as applicable. Includes signing and dating of each training session (minimally annually).
- In order to be aware of safety measures and the work conditions that may be encountered as you perform various tasks, volunteers are to be familiar with the details under 'Safety While Volunteering' section of the Volunteer Handbook.
- Volunteers learn through hands-on experience. The supervisor is responsible for your training and will orient volunteers to the projects.

** The StoryWalk® Project was created by Anne Ferguson of Montpelier, VT and developed in collaboration with the Kellogg-Hubbard Library. StoryWalk® is a registered service mark owned by Ms. Ferguson.*

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