

**ALLEN COUNTY PUBLIC LIBRARY
VOLUNTEER POSITION DESCRIPTION**

AGENCY: Grabill Branch

REPORTS TO: Grabill Branch Staff

POSITION TITLE: Knitting Program Assistant

DATE: July 2006

POSITION SUMMARY: Assist children, teens, and adults of all ages as they learn how to knit or continue learning knitting techniques.

MAIN DUTIES: Under leadership of Grabill Branch Staff:

1. Assist with set-up of knitting program.
2. Assist children, teens, and adults in learning the basics of knitting.
3. Encourage continuing knitters to strengthen their knitting skills.
4. Help with clean-up after the program.
5. Other duties as assigned by staff.

COMMITMENT: Approximately two hours once a month on Thursday evenings (knitting program from 7:00 – 8:00pm). Knitting sessions are approximately one hour in length; assistance is also required to set-up the supplies and to clean-up after the program. Knitting program will run September through May.

INTERRELATIONSHIPS: Regular contact with Grabill Branch staff. Intense, direct, one-to-one contact with children and their caregivers, teens, and adults of all ages.

WORK ENVIRONMENT: Grabill Branch, sometimes hectic.

PHYSICAL/SPECIAL REQUIREMENTS: Must know how to knit. Must have strong interpersonal skills in working with children, teens, and adults of all ages. Must be patient. Must be able to take direction and be able to then work independently. Must be willing to ask for assistance when needed. Must have successfully completed procedures for volunteer involvement at the ACPL. Must successfully complete criminal records check.

Approved: _____ Grabill Branch Manager

Date: _____

Approved: _____ Volunteer Services Manager

Date: _____