

**Children & Family Resource Center**

**Early Learning Cooperative**  
**RESOURCE LIBRARY ASSISTANT**

**Duties Include:**

Assisting people with checking out and returning items  
Maintaining Library in an organized manner  
Advises CCR&R Staff on Library activity and needs

**Qualifications:**

Good communication skills and able to relate with the public in a friendly and helpful manner  
Organized and detail oriented

**Time Commitment:**

Flexible hours, one or two days per week for a period of two hours per day  
Suggested Volunteer time options:

Mon.	Closed
Tues.	6:00 – 8:00 PM
Wed.	1:00 – 3:00 PM
Thurs.	4:00 - 6:30 PM
Fri.	1:00-3:00PM
Sat.	9: 00 AM – 2:00 PM

**Supervision:**

ELC Liaison

**Benefits:**

Making a contribution to and being part of a Team that is committed to making a positive difference in the community.