

**Skokie Public Library
Community Engagement Department**

Position

Resource/Theme Bag Volunteer

Major Objective

To select and prepare suitable library materials for children in response to teacher requests for classroom resources.

Duties and responsibilities

Select a collection of materials (20-30 items) based on information provided by the teacher, which includes:

- Grade/age level of students
- Type of material (fiction, nonfiction, audiovisual)
- Subject or specific titles
- Notes or comments (additional information provided by teacher to clarify the request)

Check out bag and materials to each teacher's library account using Sierra system. Place materials in teacher resource bag and bring to the east circulation desk for pickup.

Qualifications and Requirements

Dependable

Strong attention to detail

Ability to maintain confidentiality

Excellent communication skills

A basic understanding of child development

Familiarity with children's books and audiovisual materials

Ability to lift a bag containing up to 30 children's books

Supervision

A youth Community Engagement Librarian is responsible for administrative supervision of the volunteer.

Orientation and Training

Interview at the library

Tour of library's Youth Services collection

Training in use of library catalog and Sierra software

Instruction in resource/theme bag check out procedures

Schedule

Approximately two hours, weekly

Need for assistance will vary in accordance with the number of resource/theme bag requests received.

Teachers expect bags to be ready for pickup one week after the request is submitted.

Commitment Required

Each resource/theme bag requires approximately 1-2 hours to select and check out.