



**Job Title:** Craft Preparer

**Purpose of the position:** cut, glue, sort, photocopy, etc. a variety of materials needed for Story Time in Youth Services

**Location:** Youth Services

**Key Responsibilities:**

- Working with the Youth Services Librarians and doing various tasks on a quarterly basis: Fall, Winter, Spring, or Summer

**Reports to:** Youth Services Managers

**Length of Appointment:** One time or at a regularly scheduled interval

**Time Commitment:** 1-2 hours per session

**Qualifications Required:**

- Must be able to accurately cut and count craft pieces as assigned, and assemble craft kits when needed
- Must have excellent fine motor skills and not mind the repetitive nature of this task
- Creativity and a pleasant attitude a plus!

**Support Provided:** Training by Youth Services staff

**Age Requirement:** 16 year olds and up with a willingness to volunteer

**Benefits:** Work with friendly and supportive staff; meet new people; contribute to the community; check out new books, movies, & magazines