



Date: April 4, 2018

## Volunteer Job Description Form

**Department/Organization:** LIBRARY / Black Male Emergent Readers Literacy Program (BMER)

**Project Website:** rvalibrary.org

**Volunteer Job Title:** BMER Volunteer

**Brief Description of Position:** Assist BMER in planning, meeting attendance, presentations, and activities with children, teens and adults at library and RPS locations including leading book clubs and discussions, help at occasional special events.

**Skills Required:** Able to read and write English fluently, clerical, computer, public speaking, able to work with children, teens and adults, patience, and sense of humor.

**Work Site Location:** Richmond Public Library (Main: 101 E. Franklin St.)

\* **Start Date:** 4/5/2018

\* **End Date:** Ongoing

<u>Days</u>	<u>Start Time</u>	<u>End Time</u>	<u># of Volunteers Needed</u>
Mondays	After 10:00 am	By 8:00 pm	1
Tuesdays	After 10:00 am	By 8:00 pm	1
Wednesdays	After 10:00 am	By 8:00 pm	1
Thursdays	After 10:00 am	By 6:00 pm	1
Fridays	After 10:00 am	By 6:00 pm	1
Saturdays	After 10:00 am	By 5:00 pm	1
Sundays			

**Contact Person:** Meldon D. Jenkins-Jones

**Contact Phone:** 804-646-6500

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