



Volunteer Job Description Form

Department/Organization Office on Aging & Persons with Disabilities (OAPD)
701 N 25th Street Richmond, VA 23223

Volunteer Job Title Book Club Liaison

Brief Description of Position Book club liaisons are tasked with opening the discussion and using prepared questions to keep the discussion on track. They diplomatically intervene when a discussion deteriorates, being firm but respectful when necessary.

One year commitment required.

Skills Required

- Read the entire book
- Gather information to help enhance the discussion
- Be prepared to offer counter opinions – even if they differ from your own
- Be prepared to begin new lines of discussion when necessary
- Do not let one person monopolize the discussion
- Be willing and prepared to take control of the group, firmly but respectfully

Work Site Location

* Start Date:		End Date:	
<u>Day</u>	<u>Start Time</u>	<u>End Time</u>	<u># of Volunteers Needed</u>
One day a month	10am	12pm	1

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