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:

<table>
<thead>
<tr>
<th>Day</th>
<th>Start Time</th>
<th>End Time</th>
<th># of Volunteers Needed</th>
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</thead>
<tbody>
<tr>
<td>One day a month</td>
<td>10am</td>
<td>12pm</td>
<td>1</td>
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