



Date: March 8, 2017

## Volunteer Job Description Form

**Department/Organization:** Office on Aging and Persons with Disabilities

**Project Website:** Senior Book Club

**Volunteer Job Title:** Facilitator

**Brief Description of Position:** Introduce and engage participants in group book discussion.

**Skills Required:** Reading and Comprehension

**Work Site Location:** Richmond Public Libraries

<b>Start Date:</b>	Immediately	<b>End Date:</b>	On-going
<u>Days</u>	<u>Start Time</u>	<u>End Time</u>	<u># of Volunteers Needed</u>
Monday			
<b>3<sup>rd</sup> Tuesday</b>	<b>10:15 am</b>	<b>12:15 pm</b>	<b>1</b>
<b>3<sup>rd</sup> Wednesday</b>	<b>10:15 am</b>	<b>12:15 pm</b>	<b>1</b>
Thursday			
<b>3<sup>rd</sup> Friday</b>	<b>10:15 am</b>	<b>12:15 pm</b>	<b>1</b>
Saturday			
Sunday			

**Contact Person:** E. Yvette Jones, Human Services Manager

**E-mail:** E.Jones@Richmondgov.com

**Contact Phone:** (804) 646-3054

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