

# READOKC

## ReadOKC On the Go! Book Bus Volunteer Job Description

**Time Commitment:** 2.5 - 4 hr shifts offered at various times weekly. Volunteer has the autonomy to sign-up for shifts that fit their schedule.

### **Basic volunteer duties involved with this assignment:**

1. During students' book bus visit, engage in conversation to determine their interests to help them find the perfect book to choose.
2. Once they have selected their book, place the ReadOKC On the Go! stamp on the inside cover of the book, and a sticker on the outside of the book. Elementary students will also receive a coloring sheet.
3. Thank students for visiting the book bus and encourage them to enjoy their new book!
4. Between student visits, please wipe down counters and shelves, and organize/straighten books on shelves and in counter bins. Re-fill shelves with books from overstock bins as needed.
5. Before the bus departs, please make sure all books are secured on the shelves using the installed rods. All supplies (beanbags, table, yard signs, stickers, bookmarks, coloring sheets, tent, etc.) must be loaded after the books are secured for departure.

### **What specific skills will the volunteer need? (Include any requirements for lifting, standing or other physical requirements.)**

- Volunteers should be punctual, warm, and friendly.
- Able to sit and stand for extended periods of time.
- Hear and understand speech at normal levels and outdoors.
- Speak in audible tones so that others may understand clearly.
- Physical agility to lift up to 25 pounds, to bend, stoop, climb stairs, walk and reach.
- The noise level in the work environment is usually moderate.
- Volunteers must complete the OKCPS District's Volunteer Application and pass the background check to be eligible.

### **What is the anticipated benefit of this volunteer service to those receiving the service?**

Volunteers ensure that book bus visits run smoothly to put a new book in the hands of each OKCPS student. Access to reading materials in the home is essential to students' reading development.

For more information contact [rachel@okckids.com](mailto:rachel@okckids.com)