

READOKC

ReadOKC On the Go! Book Room Volunteer Job Description

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

Basic volunteer duties involved with this assignment:

1. Sort, organize and prepare books for the ReadOKC On the Go! book buses at the OKCPS Operations Center, 2734 Miramar Boulevard.
2. Maintain book warehouse and book inventory and restock the two ReadOKC On the Go! Book buses after their school visits.

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

- Able to sit and stand for extended periods of time
- Able to see and read printed material with or without vision aids
- Hear and understand speech at normal levels, outdoors and on the telephone
- 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?

With the help of our volunteers, we are able to place a new book in the hands of every student at OKCPS each school year. Managing the book inventory and keeping the buses stocked ensure that students have a well-rounded, organized selection to browse.

For more information contact rachel@okckids.com