



SCHOOL SERVICES

MEDIA CENTER

PURPOSE: TO SOLICIT, SCHEDULE, TRAIN, AND MONITOR VOLUNTEERS; TO ENCOURAGE PARENT INVOLVEMENT

Schedule volunteers to assist in the Media Center.

1. At the beginning of the school year, work with the Media Specialist (Jill Rose is the current contact) to identify desired volunteer schedule for the media center.
2. Obtain volunteers to staff the media center. Volunteers may be identified through membership forms. Usually, most of these will be received during July, August, and early September. It is recommended that volunteers be asked to commitment to a regular schedule, working one or more shifts per month, (current shifts are 10am-12 pm or 12-2 pm).
3. Organize training session for volunteers conducted by Media Specialist and Para-professionals. Training packets are prepared by Media Center staff. Provide refreshments for trainers and volunteers.
4. Prepare monthly schedule/calendar and e-mail to volunteers by 1st of each month. Make any changes to calendar due to addition or deletion of volunteers.
5. Follow up to make sure that everyone understands and keeps their commitments.
6. Help set up and run any special promotional events, such as book dedications.
7. Coordinate volunteers for special work projects such as inventories, equipment and/or book deliveries.
8. Check in occasionally with Media Center Specialist to make sure their needs are being met.
9. Thank volunteers for their efforts. Host a holiday luncheon.