**Elementary School Media Center Support Project**

**Description and Job Duties of the Volunteer staff as of: August 2018**

**Brief Description of Project:**

The Stillwater Area Public Schools (SAPS) desire to increase the amount of time in which the elementary school media centers are available to students for use and enrichment. Currently, the typical media center in each of the three Stillwater elementary schools is open to students one day in six school days. The limiting factor is staffing. This project aims to help alleviate the staffing limitations to some degree by providing volunteer support to the media center teaching staff in such a way and on a predetermined schedule such that the media center would be open to students on a set schedule each week (the frequency to be determined by the level of volunteer support). The Stillwater Sunrise Rotary Club has offered assistance in sourcing the initial volunteers and in partnering with SAPS to initiate the volunteer program and establish the program as a stable on-going resource to the designated media centers.

Three schools have been identified for this program. It is understood that the program may choose to sequence these schools over time insofar as their participation in the program. The three initially targeted schools are:

* Rutherford Elementary
* Stonebridge Elementary
* Lilly Lake Elementary

**Job Description for the Library Media Volunteer**

The Library Media Volunteer (hereinafter the Volunteer) will be available on a set schedule to assist the Media Center Teacher in two primary ways: (1) to alleviate the Teacher from having to perform some of the more routine tasks to maintain the operation of the media center, and (2) to assist students who may access the media center at those times when the Volunteer is present.

With regards to the operational tasks, the Teacher expects that the Volunteer will be able to assist with the following:

* Sorting, shelving and “reading” the shelf (i.e., assessing the proper organization of a shelf of books)
* Book check-in, check-out, and repair
* Other duties as may be identified that facilitate the operations of the media center and are consistent with the nature of the project support

The Volunteer will be trained in these operational tasks by either the Media Center Teacher or the Site Lead Volunteer.

With regards to assisting students, the Teacher expects that the Volunteer will be able to assist with the following:

* Reading with students
* Assisting a student in locating information/books on a certain topic.

It is expected that the Volunteer will, at times, need to refer the student to the Media Center Teacher for assistance.

The program intends to provide for one or two Volunteers at each site (elementary school) in addition to the Site Lead Volunteer.

**Job Description for the Site Lead Volunteer**

The Site Lead Volunteer (hereinafter the Lead Volunteer) will assume all of the same responsibilities as the Volunteer with the additional responsibilities as follows:

* The Lead Volunteer will manage the volunteer schedule for that site. Managing the schedule involves ensuring that the designated volunteer times are covered. This will require the Lead Volunteer to occasionally source a substitute Volunteer when a scheduled Volunteer cannot make a designated shift.
* The Lead Volunteer will receive training from the site Media Center Teacher such that on-going coordination and training of volunteers at the site will be the responsibility of the Lead Volunteer.
* The Lead Volunteer will maintain regular communications with the Media Center Teacher, the Director of Learning/Technology/Design Systems for the SAPS, and other administrative staff as may be identified.

**Volunteer Schedules and Shift Logistics**

Volunteers will be asked to identify their preferences in terms of morning or afternoon shift, day of the week, and preference for school. From the initial responses received from the Volunteers, a feasible schedule will be determined and a determination as to which school (or how many schools) will initially go *online*.

The length of a shift is expected to be three hours, either in the morning or the afternoon, depending on the individual school’s volunteer schedule. The Lead Volunteer will work with the Volunteers for that site to determine the feasibility and desirableness of overlapping and/or partnering shifts.

Consistency and regularity in maintaining the shift is key to the program and to meeting the expectations of the classroom teachers.

**Long Term Goal**

The long term goal of the Media Center Support Project is to establish a pool of volunteers from the community, including parents, retirees and others interested in being active within the school system. Such a pool will lend further stability to the support program, and potentially expand the services provided to SAPS.