

**NEW HOPE SHELTER – LIBRARY ASSISTANT****New Hope Shelter:**

New Hope is an 80-bed facility providing safe and anonymous temporary housing for individuals and families recovering from domestic violence. The program promotes the importance of safety, responsibility and independence, and helps residents find safe and affordable permanent housing.

**Volunteer Position:** Library Assistant

**Contact:** Tisha Williams, (718) 688-6816

**Purpose of Job:** Assist Recreation Staff in the organization of library.

**Commitment Required:** A minimum of 1 – 3 hours per week for a 3-month period. Volunteer opportunities will be available daily from 3:00p.m. – 7:00p.m. Schedule is subject to change during the summer.

**Duties May Include But Are Not Limited To:**

- Sign-in and sign-out books to the residents.
- Ensure books are neatly arranged on shelves during and after library hours.
- Assist Recreation Staff in creating a suitable library atmosphere for the residents.
- Develop and publicize book clubs & reading groups for residents.

**Qualifications Needed:**

- Must have an interest in reading/books.
- Library science background a plus.
- Must be 18 years or older.
- Must be reliable and responsible.
- Must be flexible and able to adapt to changing situations.

**Training/Orientation Provided:**

Designed to meet the individual requirements of the volunteer, including a program tour and introduction to Volunteers of America.

**Location of Job:** Confidential location in East New York area of Brooklyn.

**Volunteer Benefits:**

- The knowledge that your work makes a difference in the lives of young people affected by domestic violence.
- Subscription to *Everyday Miracles*, Volunteers of America's bi-annual newsletter.
- Invitation to volunteer appreciation events.
- Free parking/reimbursement for travel costs.