

Westlake Christian Academy Job Description

Volunteer Librarian

We are looking for someone who is willing to take on a very important role in service of our elementary students. For many years, Westlake has maintained a library of books primarily aimed at Kindergarten through grade 6. The tasks which are needed are below.

- Recruit and oversee other volunteers who serve at specific times to aid specific classes
- Maintain the library collection
- Check materials in and out
- Clean and repair books and keep the shelves orderly
- Assess book donations

As a volunteer, the position will take about 4-5 hours per week. As a regular volunteer, we would need a police background check.

Please contact Michael Healan, Administrator
mhealan@westlakechristian.org