

Bishop's Peak Elementary School  
**Lunch in the Library Coordinator**  
Job Description/Procedures

Purpose:

To allow Bishop's Peak students the opportunity to utilize and enjoy the school library during lunch time recess, as frequently as volunteer participation allows.

Procedure/Coordinator Responsibilities:

In order for this program to exist, a "Lunch in the Library" (LinL) Coordinator must be secured each year. The responsibilities of the Coordinator include:

- Determine days of program/establish monthly schedule based on availability of interested volunteers; **(Note that the Library is unavailable on Fridays due to a Reading Program with our Librarian; best options are Tues-Weds-Thurs)**
- Notify school office staff (Sarah Johnson, Rosemary Hollis) and yard-duty personnel (recess/lunch monitors) of monthly schedule for the program and number of students that can participate each day based on the number of scheduled volunteers (i.e., 1 volunteer: 15 students, 2 volunteers:25 students)
- Volunteers should contact the Bishop's Peak LinL Coordinator if they are unable to keep their scheduled time; LinL will work to find a replacement and/or cancel and notify related BP personnel
- LinL volunteer places green "Open" flag in front of the Library so students know it is open that day and ensures yard-duty/lunch monitor personnel have 'slips' to hand out for participating students to hand in as they enter the library for the program
- Lunch time activity ideas include: Arts & Crafts projects, guest readers, quiet time for students to read independently, work on homework, conduct research, play board games. It is the responsibility of the LinL volunteers to ensure appropriate student behavior, start/finish times, and to clean-up and use only designated LinL materials (contained in storage cabinets in workroom behind main library counter).
- NOTE: Computers and Library books as well as 'stacks' areas are not available nor are to be used during the LinL program time

Contact information:

- School Secretary (Sarah Johnson): 596-4030, [sjohnson@slcusd.org](mailto:sjohnson@slcusd.org)
- School Library Technician (Kama Beaton): 596-4030, [kbeaton@slcusd.org](mailto:kbeaton@slcusd.org)