

Summer Teen Library Volunteer Position Description

Summer Teen Library Volunteers are able to help maintain and organize the library's youth collections, help prepare materials for programs, assist library staff with youth programs, and help with other tasks as assigned. Program volunteers will sign-up to help with specific library youth programs, and will need to be available during those program days and times. Other volunteer shifts are offered on various days and times to best meet the needs of the library. Volunteers will be responsible for scheduling their own shifts through Sign-Up Genius.

Qualifications:

- Entering 7th grade or higher in Fall 2019
- Able to commit to working at least six 2-hour volunteer shifts from June 17 – August 17, 2019
- Able to work independently and carry out assignments to completion

Duties and Responsibilities:

- General
 - Schedule your volunteer shifts at least one week in advance using Sign-Up Genius
 - Record your work hours in the Volunteer Hours Book
 - Adhere to the library's dress code
 - Advise your supervisor if unable to keep scheduled commitment
- Shelving & organizing
 - Shelf library materials in specific, assigned area(s)
 - Shelf read in assigned area(s)
 - Clean books, shelves, or other materials as assigned
- Program Preparation
 - Prepare materials for crafts
 - Assist with general Summer Reading Program preparation as assigned
- Program Assistant
 - Arrive 15 minutes before the program is scheduled to begin (arrival time is noted on Sign Up Genius)
 - Assist with program set-up and clean-up
 - Work with library staff to help with program activities as assigned