

## Teen Volunteer Duties and Expectations

Volunteers are a very important part of the summer reading program, and we appreciate your help! You will help us to make the summer more fun and educational for library visitors, and less stressful for library employees. In order to volunteer here, you must be committed to following the library's rules and making the summer reading program a success!

### Duties

On average, you will have 1-3 two hour shifts per week. **Some** of the tasks you will be expected to help with include:

- Registering children and families for the Summer Reading Program
- Giving out prizes
- Helping set up, clean up, and help at special programs
- Cutting out preparing arts and crafts and other activities
- Straightening up toys in the youth area, as well as sometimes dusting and wiping shelves, tables, and books

### Expectations:

While you are working a volunteer shift, you represent the library. **Some** our expectations include:

- We'll go over dress code at orientation, but all volunteers should dress neatly and wear closed-toes shoes. No flip-flops, please.
- Phones / electronic devices can be brought to the library, but will be left in a designated safe place. They may NOT be used during a shift.
- Know when you are scheduled and be on time for your shifts.
- You must be willing to work with and be polite to **ALL** library users, as well as **ALL** of your fellow volunteers. Rudeness, bullying, and negative attitudes don't belong at the library.
- Friends, younger siblings, and other non-volunteers cannot "tag along" to your shift. Of course they may use the library while you are here, but they will need to leave you to your work.
- Come ready to help, and be flexible! Some shifts will be very busy, and some will not. Some tasks/jobs are big and some are small, but all are important in making summer reading successful! No matter what task you're working on, you should take your role seriously and do your best.

### If You Are Unable To Volunteer for an assigned shift:

Your schedules will be emailed to you at least a week ahead, and it's your responsibility to keep track of when you are volunteering. If you're unable to volunteer for the times scheduled, or if you know of a potential conflict in advance, let us know as soon as possible. If it's during library hours, please call. If it is after hours or on a weekend, please e-mail. If you miss 2 shifts without contacting the library, then you will no longer be considered a volunteer.

### Volunteers need to attend volunteer orientation on May 23<sup>rd</sup>, from 7-8 PM.

If you are not able to attend this training, it is your responsibility to let us know as soon as possible, in order to reschedule. You will not be able to volunteer until a make-up training is completed.

**If you want to volunteer this summer, submit a application to [jstolz@urbandale.org](mailto:jstolz@urbandale.org) by May 15.**