

## Teen Volunteer Duties and Expectations

### Duties

Volunteers are asked to commit to 6 hours of volunteer work over each 3 month period. You'll sign up for shifts that work for you and receive updates on volunteer shifts through a service called Remind, here at <https://www.remind.com/join/beack7>. \*Parents may choose to receive notifications as well.

There are two types of volunteer shifts: Special Events and After School Help.

During after school shifts, some of the tasks you will be expected to help with include:

- 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
- Pulling books / CDs / DVDs from a list off of the shelves to be weeded
- Sanitizing toys
- Volunteers who work after school shifts can expect to work independently on assigned projects, and should be able to take initiative and work without close supervision.

**At special events**, tasks vary depending on the type of activities and crowd size. One event might have you assisting with science or art projects. At another, you might be passing out stickers and flyers to families.

- You'll receive information about the program and what to expect from a message on Remind before the event, and in person before the event starts.
- You can expect to help set up and clean up the room, and you will be there to assist children and their families with the projects of the day.
- You will never be at an event without a staff person there to help and give instructions.
- Helping with special events can be a very busy time, and you'll be interacting with lots of people.

### Expectations:

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

- 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.
- 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.
- Know when you are scheduled and be on time for your shifts.
- Come ready to help, with a good attitude, 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 keeping the library running! 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:

It's your responsibility to keep track of when you are volunteering. If you're unable to volunteer for the times scheduled, let us know ASAP by sending a message via Remind. If you need to cancel on the day of your shift,

please leave a message for Jacque or Jenny at the library's main phone number: 278-3945. If you miss 2 shifts without contacting the library, your status as a volunteer will be evaluated and may be revoked.