

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. To volunteer here, you must be committed to following the library's rules and making the summer reading program a success.

Duties

The average work schedule for a teen volunteer is 1-3 two-hour shifts per week. ***Some of*** the tasks you will be expected to help with include:

- Helping set up (moving tables, chairs, setting out supplies, etc.) and run fun library youth events, such as helping families with crafts, STEM activities, etc.
- Tracing and cutting out / preparing arts and crafts materials, measuring out supplies for science activities, etc.
- Cleaning and sanitizing toys and materials used for storytimes and programs
- Helping with outside performances by putting out large tarps for seating, then folding them up
- Perform other miscellaneous duties such as making prize badges with the button maker

Expectations:

While you do a volunteer shift, you represent the library. Therefore:

- Friends or siblings can not "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, some are small.
- You must be willing to work with and be polite to **ALL** library users, as well as **ALL** of your fellow volunteers and all library staff.
- Phones / electronic devices can be brought to the library, but will be left in a designated safe place, **NOT used during a shift unless approved by youth programming staff.**
- Always wear clean, appropriate clothing free of stains, rips, and wrinkles, as well as closed-toed shoes for safety. No flip-flops or sandals, please.
- Sign in and out carefully in the red binder. This is the only record the library keeps of your time here.

New in the last year: Door entry badges will be kept at the FRONT desk, NOT at the Youth desk.

Schedule

All volunteers will need to sign up for the messaging service **Remind**, which you will need to receive your schedule and other essential information. Your schedules will be sent to you approximately one week ahead of time. If you're unable to volunteer for the times scheduled, we understand! In this case, please let us know as soon as possible. **You are responsible for keeping track of your own schedule; we won't be sending out reminders when it is time for each shift** (but you can always log in to Remind to double-check our previous message about your schedule).

If you are unable to volunteer for an assigned shift:

Please use Remind to notify us as soon as possible. **If you miss 2 shifts without contacting us**, your volunteer status will be put on hold until we can meet to reevaluate your volunteer status together.