

Teen Volunteer Duties and Expectations

****Volunteers new to school year volunteering** need to attend an (approximately) 30-45 minute volunteer orientation / training Thursday, October 1st at 4:30 PM or Saturday October 3rd at 1:00 PM. If you are not able to attend one of the trainings, it is your responsibility to let us know as soon as possible, and we may be able to reschedule. **You will not be able to volunteer until a training is completed.**

Volunteers make the library better in so many ways, and we appreciate your help! You will help us to make visits more fun and educational for library users, and less stressful for library employees. *Not every moment is serious, but we ask that you take your role at the library seriously.* **To volunteer here, you must be committed to following the library's rules, showing up with a good attitude, and working diligently on the tasks that you are asked to complete.**

Expectations:

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

- Always wear clean, appropriate clothing free of stains, rips and wrinkles, as well as closed-toed shoes. No flip-flops or sandals please.
- 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.**
- 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** your fellow volunteers.
- Friends or siblings cannot "tag along" to your shift (unless they have also gone through the application, interview, and orientation process). Of course, they may use the library while you are here, but they will need to leave you to your work.

Duties / details:

A teen volunteer shift is usually 1 hour but longer shifts will be available sometimes.

Some of the main tasks you will be expected to help with include:

- Helping set up and execute special youth programs like family painting, craft, or STEM nights
- preparing arts and crafts and other activities (cutting, tracing, counting, sorting, etc.)
- cleaning and sanitizing toys used for programs & playtime

Schedule:

All volunteers are required to sign up for the messaging service Remind, which you will use to send and receive all information about your schedule as well as other messages. You can either sign up to receive e-mails from us through Remind, or **download the Remind app** here: rmd.me/app. Parents are encouraged to sign up for Remind as well. Every month we will send a Google Form with available shifts, you will sign up for the ones that you want. If something changes and you're unable to volunteer for the times scheduled that's OK but let us know ASAP.

You are responsible for keeping track of your own schedule, we **WILL NOT** be sending out reminders when it is time for your shift. But you can always use Remind to double check with us if you have a question.

If you are unable to volunteer for an assigned shift:

Please use Remind to let us know ahead of your shift. **If you miss 2 shifts without letting us know ahead of time, you will be placed on probationary status and will not be able to volunteer until further discussion / evaluation of your commitment and schedule are completed.**