

## Teen Volunteer Expectations and Duties

**\*\*Volunteers need to attend a one-hour volunteer orientation/training.** If you are not able to attend one of the two scheduled trainings, it is your responsibility to let us know as soon as possible, and we will attempt to schedule an alternate time. You will not be able to volunteer until a make-up training is completed.

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.

### **Expectations:**

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

- Friends or siblings **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, 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. No flip-flops or sandals, please.

### **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, etc.) and run fun library youth events, usually helping explain directions to families for crafts, STEM activities, LEGO challenge, etc.
- Cutting out, tracing, and measuring materials in preparation for crafts / STEM / other activities
- Cleaning and sanitizing toys and materials used for storytimes and programs
- Perform other miscellaneous duties such as using a button maker to make prize badges for Summer Reading (it's fun)!

### **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 about 5 to 10 days ahead of time. If you're unable to volunteer for the times scheduled, it's fine but 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 reevaluated and may be discontinued.