



VOLUNTEER OPPORTUNITY

VOLUNTEEN

RESPONSIBILITIES

- Work with students in after school activities.
- Process books and AV materials – taping, labels, etc.
- Prepare material for children’s activities.
- Prepare books for automated system.
- Put books on the shelves.
- Work with the public on computer use in the library.
- Help create library publicity materials.
- TAG TEAM – Teen Advisory Group to review and select books and materials and advise the Youth Services Librarian.
- Help maintain the Teen Corner.
- Help with the Summer Reading Program.
- Do other tasks as directed by the library staff.

THE DIFFERENCE YOU WILL MAKE TO THE LIBRARY

- Help to encourage young people to use the library, to read more, and to learn the joys of reading.

VOLUNTEER QUALIFICATIONS

- Is honest, reliable, punctual, enthusiastic, energetic and flexible. Is courteous and friendly to participants, library patrons, staff and volunteers.
- Enjoys working with children and parents.
- Neat and accurate writing, correct spelling, and math skills.
- Dress neatly. No spaghetti strap tops, no exposed midriffs, no shorts.

COMMITMENT REQUIRED

- Two (2) hours per session from June 19 to August 14.

CONTACT

- Janice Rorick, Youth Services Senior Librarian,
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