

Library Volunteer – Children and Teen Services

Basic Functions

Provide assistance with children and teen services. Volunteer can specify their preference if they have one and will be assigned duties either working with teens only or children only.

Duties & Responsibilities

- Act as a craft aide for children or teens.
- Serve on the Teen Advisory Board (TAB - limited to teenagers); perform duties identified by TAB to improve services to teens.
- Read to children either informally or formally through children's programming.
- Provide assistance with set up, organizing, and running of children or teen programming. Specific duties will depend upon the library staff member arranging the programming.
- Provide homework assistance to children and teens.
- Adhere to organizational and personnel policies as well as established library practices.
- Other duties as assigned.

Knowledge & Skills

- Comfortable working with children or teens – depending upon volunteer preference. Provide excellent customer service to these age groups.
- Willingness to learn about the library system and services provided to children or teens.
- Willingness to work with others to complete projects.
- Friendly and willing to provide excellent customer service to staff, managers, and patrons.