

**Manhattan Public Library**  
**Volunteer Job Description**

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**Job Title:** Teen Volunteer

**Last reviewed:** 03/09/2023

**Department:** Learning and Information Services

**Reports To:** Teen Services Librarian

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**Job Summary:**

Teen volunteers assist library staff with staffing the summer reading prize desk, preparing materials for programs, assisting with summer reading programs and events such as clubs or parties.

**Time commitment:**

- 2-3 hours per week during school months
- 4-18 hours per week during summer months

**Responsibilities may include:**

- Work at the summer reading prize desk, handing out prizes to children, teens, and adults.
- Prepare craft projects and handouts for storytimes and other programs
- Straighten and dust shelves.
- Occasionally help with storytimes or other children's events.
- Assist with other library tasks as assigned.

**Skills required:**

- Ability to cooperate with staff and the public.
- Ability to maintain a professional manner when dealing with the public.
- Ability to follow instructions given by staff.
- Ability to communicate with staff and supervisors about assigned tasks.
- Ability to be show up on time and show up when scheduled.
- Ability to contact supervisors 24 hours in advance when you are unable to show up on time or show up when you are scheduled.

**Qualifications and Skills:**

- Must be in 9<sup>th</sup>-12<sup>th</sup> grade.
- For summer positions, must be entering the 9<sup>th</sup> grade in the next school year, and have not graduated.
- Strong keyboarding (typing) skills are preferred for summer volunteers, but not required.
- Ability to use computer and Microsoft Windows Operating System.

**Physical Requirements:**

- Dexterity to write legibly, use scissors or paper cutter, apply paste and adhesives.
- Remain in a stationary position for extended periods of time.
- Move about to access work space, file cabinets, shelving, office machinery, access offices, non-public spaces, and public service areas, etc., that are in the scope of the job responsibility.
- Operate standard office equipment. including but not limited to computer, tablet, printer, copier, fax, phone, email, or other technology.
- Communicate in order to express oneself and exchange information.
- Detect the physical environment in order to traverse throughout the building, perceive safety concerns, and respond to emergency situations.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this volunteer position.*