

Manhattan Public Library
Volunteer Job Description

Job Title: Teen Volunteer
Department: Learning and Information Services

Last reviewed: 03/09/2023
Reports To: Teen Services Librarian

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 9th-12th grade.
- For summer positions, must be entering the 9th 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 and 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.