

Davenport Public Library
Library Volunteer
TEEN VOLUNTEER JOB DESCRIPTION

DEFINITION:

This volunteer assists Youth Services & Programming staff with making the library a welcoming, exciting place for other teens. Monthly meetings of the Teen Volunteer Council provide an opportunity for tweens and teens to share their ideas for library programs, give suggestions for the library collection, and work on projects to prepare for upcoming programs. Teen Volunteers also assist with children's programming as needed. Some examples of tasks teens would assist with at these programs include helping children complete crafts, leading them in games, and setting up/cleaning up the programming space.

DUTIES AND RESPONSIBILITIES:

- Give input on library programs and collections.
- Assist with children's events.

EXPERIENCE AND SKILLS:

- An interest in libraries and helping their community.
- A friendly, welcoming personality.

ELIGIBILITY REQUIREMENTS:

- Complete an application with parent/guardian signature.
- Attend an interview and training.
- Be between the ages of 11-19.

PHYSICAL DEMAND FACTORS:

Physical activities required of a person in this job are:

Physical activities required of a person in this job are: seeing, hearing, talking, standing, and walking for up to three hours, able to push a heavy cart and lift bins of books, bending, and stooping.

The noise level in this work environment is usually moderately quiet and below 85dBAs.

The above statements are intended to describe the general nature of tasks being performed by volunteers.