

DEKALB PUBLIC LIBRARY
VOLUNTEEN DESCRIPTION

HOURS: Variable

DESCRIPTION:

VolunTeens contribute to the effective operations of the library by assisting with a variety of tasks related to providing resources and programming to teens and tweens, serving other areas of the library, and representing the library in the community.

IN-PERSON PRIMARY TASKS:

- Dust shelves and check to see that books on the shelves are in the right order (shelf-reading) and pushed forward to help maintain a clean and orderly appearance
- Help shift books from one shelf to another so that the collection maintains a balanced distribution
- Help staff prepare for and clean up after programs for teens and tweens
- Provide assistance at programs for teens and tweens
- Retrieve books for departmental displays
- Create and assemble components of take-and-make craft kits
- Organize craft materials, game pieces, etc.
- Help the Friends of the Library set up for their book sales.
- Work on special community projects
- Help with large library events

VIRTUAL PRIMARY TASKS:

- Promote the library's social media accounts with peers
- Write book reviews to recommend books to others
- Share information about library events and activities
- Add photos of Teen Take & Make crafts and tag with @dekalbpubliclibrary

SKILLS AND QUALIFICATIONS:

- Have a professional attitude and commitment to cooperation and customer service
- Be able to communicate effectively and professionally with patrons, staff, and other volunteers
- Be reliable and responsible for keeping commitments to volunteer hours