



## **YOUTH SERVICES PROGRAM VOLUNTEER JOB DESCRIPTION**

### Youth Services Program Volunteers

Youth Services Program Volunteers help with library programs by working with the Youth Services Librarians to prepare crafts, games, or other activities. They may also be asked to assist with special events. Interested parties must fill out a TFPL Volunteer Application and be interviewed.

### Duties and Responsibilities

Volunteers will assist with preparing for library activities. This could involve preparation before the activities. Volunteers could help with things like cutting, gluing, making copies, sorting papers or other materials, and setting up tables and chairs. Other miscellaneous jobs related to activities may also occur, and other tasks based on the unique qualifications and skills of the volunteer will be considered.

Volunteers may also be asked to assist patrons during the activities themselves. This would involve interacting with patrons of all ages, but especially kids and families. Volunteers at the activities would: help with set up and clean up; answer questions from patrons; help patrons complete the activity; and assist with any other tasks to help the activity run smoothly.

### Qualifications

Volunteers must be 15 years of age or older and should demonstrate:

- A willingness to learn new skills and tasks.
- An ability to work with their hands.
- The ability to work as directed by a supervisor.
- The ability to interact with the public in a positive, pleasant manner.

### Expected Commitment

It is preferred that Youth Services Program Volunteers provide a regular commitment, on either a weekly or monthly basis, though all scheduling must align with that of the Youth Services Department.

*Board Approved 4/2022*