



Volunteer Job Description

Position: Summer Reading Teen Volunteer

Location: Central Library
443 N. 6th Street
Grand Junction, CO 81501

Position Purpose: The purpose of this position is to promote Summer Reading (SR) by assisting patrons with registration, explaining program details, and providing prizes. This position also assists staff with programs and special events, shelves books & materials, and maintains a neat and orderly room. This position promotes a welcoming and safe atmosphere.

Supervisor: Public Services – Library Assistant

Responsibilities, Duties, Functions, Tasks (what must be completed to achieve the goals):

- Greet and register patrons for SR
- Explain SR program details and answer patron questions
- Assist with SR registration; enter SR data, as needed
- Reward patrons with the appropriate prize or coupon
- Assist staff by preparing materials or assisting with programs
- Shelf books and library materials, as needed
- Maintain a neat and orderly room; clean and dust as needed
- Contact Teen Services Coordinator or Youth Services staff if unable to work scheduled shift
- Report hours to Volunteer Coordinator using Galaxy (online portal) or log sheet by the 10th of each month

Qualifications (minimum experience, skills, education, knowledge):

- Customer service skills
- Ability to arrange items in numerical and alphabetical order
- Ability to follow instructions and complete tasks according to priorities
- Attention to detail

Requirements:

- Must be 14 – 18 years old
- Interview with Volunteer Coordinator, review of handbook, signed waivers
- Attend Summer Reading Orientation
- Physical ability to push, bend, stretch, reach, lift and read book spines

Time Commitment:

- 2-hour shifts, Monday – Friday, 11am-5pm