

### **Teen Volunteer Position Description**

Kitsap Regional Library is seeking individuals, aged 13-18, who are in need of volunteer hours or who want to gain volunteer experience at the library! Our ideal candidates are enthusiastic, responsible, and ready to learn more about the behind-the-scenes work at a library.

- **Teen volunteers will:**
  - Learn and practice job skills they can use in their future bound planning.
  - Gain a sense of community and agency with their valued work in the library.
  - Build their network of caring adults who are invested in their future.
- **The library will:**
  - Foster a community of teens who feel valued by and invested in the library.
  - Incorporate teen voice into offered programs and services.
  - Provide opportunities for learning and mentorship that help support the teen volunteer's future goals.

### **As a volunteer, your responsibilities will be:**

- Fulfill your commitment by reporting promptly at the agreed upon time, checking in with your assigned volunteer coordinator upon arrival, and notifying the volunteer coordinator or a staff member in advance if you will be unable to report.
- Perform your duties within the guidelines of your assignment description and accept supervision.
- Carry out your duties in a safe, responsible, and courteous manner.
- Use your time wisely without hindering the performance of other employees or volunteers.
- Offer and accept feedback and suggestions.
- Record volunteer hours accurately, using the provided tools.
- Dress appropriately for the setting and/or task and wear a volunteer badge.
- Maintain the confidentiality of information revealed to you regarding patrons, employees, and volunteers.
- Inform the volunteer coordinator of any medical, health, or physical limitations related to your ability to perform your volunteer assignment.
- Inform the volunteer coordinator of any hazardous or dangerous conditions or practices that come to your attention.
- Observe the same rules and policies as Kitsap Regional Library employee (please see Library Policies section of this volunteer handbook).
- Consider your volunteer assignment a serious commitment.

Specific tasks and needs will be determined by the teen librarian and the branch manager, but **as a volunteer, your tasks may include:**

- Teen Book Suggestions/Displays/Social media creation
- Sanitizing toys and program materials
- Preparing program materials
- Folding brochures
- Counting out envelopes
- Tidying teen areas