



Long-term - Teen Volunteer Job Description

Youth Services | Volunteer posting code 104

Title: Teen Volunteer

Location: Grand Rapids Public Library – Main Library, 111 Library St NE, Grand Rapids, MI

Wage Range: Unpaid

Hours: Up to 10 hours per week; various day, evening, and weekend hours available

Supervisors: Misha VanVaerenbergh

Job Summary: This work is of an entry-level nature requiring no previous training or special knowledge of library work other than that received on the job.

The tasks assigned typically involve tidying book shelves, reviewing and creating lists of recommended books, and sorting toys and craft supplies. Volunteers may also help prepare materials and crafts for library events. If volunteering for an event, tasks typically assigned involve helping set up chairs, tables, and displays; greeting attendees and asking them to sign in, and counting the number of attendees. Some events may involve giving directions or helping children read and follow instructions.

Examples of work:

- Sorting LEGO Mindstorms parts
- Finding out-of-order picture books in the children's area
- Putting together take-home craft kits
- Creating a list of recommended graphic novels for 5-8th graders
- Filling a display shelf with historical fiction chapter books

Knowledge, Skills, and Abilities:

- Must be 14-17 years of age
- Must submit a completed CA-6 or CA-7 work permit
- Ability to follow all library rules, behavior policy, and the internet policy
- Ability to be respectful of all library staff and patrons
- Punctuality, reliability, and ability to communicate about schedule

Working Conditions: The volunteer must be able to sit or stand for extended periods of time in the performance of the duties associated with this position.

This is not intended to be a contract or an all inclusive list of duties. Volunteers may be asked to perform other duties necessary to meet the ongoing needs of the Grand Rapids Public Library.

Apply here: https://grpl.formstack.com/forms/volunteer_application