



Long-term - Teen Volunteer Job Description

Ottawa Hills Branch | Volunteer posting code 112

Title: Teen Volunteer

Location: Grand Rapids Public Library – Ottawa Hills Branch, 1150 Giddings Ave SE, Grand Rapids, MI

Wage Range: Unpaid

Hours: 1-3 hours per week on Wednesdays starting at 5 pm

Supervisors: Courtnei Moyses, Branch Manager

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, setting up for programs, handing out snacks, organizing supplies, tidying library spaces after programs, and cleaning toys.

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