

# VOLUNTEEN POSITION: GENERAL (TEENS)

## SUPERVISOR: IN-BRANCH VOLUNTEER COORDINATOR

### DESCRIPTION:

Assist Library staff in your local branch in a variety of ways, including but not limited to: preparing the library for programs and events, helping older adults with technology related problems and assisting with local book sales.

### TIME REQUIRED:

A minimum of one hour a week is required for a commitment. A maximum weekly hours cap may be set in locations with high volume of applicants. **MINIMUM COMMITMENT:** Volunteer must be willing to commit to at least 10 hours of volunteering to a maximum of 40 hours.

### TASKS:

1. Attend an orientation & training sessions prior to volunteering.
2. Announce yourself to the staff upon arrival, collect your binder and verify if you have any appointments.
3. Assist staff with short or long term branch projects or tasks as required. This may include: decorating for events, writing on AV discs, switching cases in poor condition for new, preparing craft supplies for upcoming activities updating in branch labels and more.
4. Enter completed hours on timesheet and have library staff sign after each shift.

### QUALIFICATIONS:

- Must be a student in Grades 9 – 12 currently attending any high school in the City of Greater Sudbury working toward fulfillment of Community Service Hours requirement before graduation.
- Must have a demonstrated interest in helping library staff and taking direction to follow instructions.
- Volunteers should be able to work independently.
- Communication skills and positive attitude are essential.

### SCREENING MEASURES:

An application form must be completed and students must attend an interview and orientation.

**ORIENTATION & TRAINING:** An orientation session and package of information are provided.

*Updated: 2019 May*