

# VOLUNTEEN POSITION: SPECIAL EVENT HELPER (TEENS)

## SUPERVISOR: PROGRAMMER IN CHARGE OF EVENT

### DESCRIPTION:

The Greater Sudbury Public Library is pleased to offer the VolunTeen program in an effort to connect with youth in the community, and to provide an opportunity for youth to connect with other members of their own community through helping with special library events.

### TIME REQUIRED:

Time required and minimum commitment will depend on the event itself. Volunteer involvement may occur during preparation in advance of or on the day of the event, or as an integral part of the event itself. Participation may be determined also by the Programmer in Charge based on the number of volunteers that have signed up for the event.

### TASKS:

1. Attend an orientation & training sessions prior to volunteering.
2. Announce yourself to the staff upon arrival, collect your binder and ask for direction.
3. Be prepared to help out where needed based on priorities for the event as determined by library staff.
4. Offer assistance where needed during down times if any.
5. 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 the event, its subject and excitement for those attending.
- Volunteers should be able to work as part of a team and independently if required.
- Volunteers should expect to work in a chaotic environment full of people of all ages.
- 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*