

Tecumseh District Library

215 North Ottawa Street – Tecumseh, Michigan 49286-1564 – 517-423-2238 – Fax 571-423-5519

Volunteer Position Posting

Application Deadline: Until Position Is Filled

TITLE: Youth Volunteer or Teen Volunteer

REPORTS TO: Children's Librarian and/or Teen Librarian

WORK SCHEDULE: Two hour shifts; one morning or afternoon per week, Monday through Friday

RATE OF PAY: No monetary compensation

QUALIFICATIONS: 5th through 12th graders with a grade average of B or above

A willingness to work with the library staff to contribute to the excellence of Tecumseh District Library.

Ability and desire to serve the public pleasantly and efficiently.

Demonstrated ability to be dependable, flexible, and energetic, have a positive public service attitude and be a cooperative team member.

Ability to work independently with a minimum of supervision.

Demonstrated ability to perform detail work with accuracy.

Willingness to perform repetitive tasks.

Excellent organizational skills.

Ability to spell accurately and write legibly.

Ability to learn the Dewey Decimal System of book arrangement in both fiction and non-fiction collections.

Ability to access both low shelves and high shelves in the Children's, Tween and Teen Collections.

Ability to bend, stoop, and reach required.

Ability to read the call numbers on the book spines.

Ability to stand at least one to two hours per day.

Personal grooming and attire must be clean and appropriate for public business.

PERFORMANCE RESPONSIBILITIES: *The Children's Librarian and Teen Librarian teach, guide, and supervise the Youth and Teen Volunteers through all these tasks. Youth and Teen Volunteers are not expected to instantly know how to complete each task, but they are expected to learn and remember the steps within a short period of time following the initial training.*

- Accurately shelf reading books in the Picture Book Collection, the Juvenile Fiction and Non-fiction Collections, the Tween Fiction Collection, all Juvenile and Tween AV Collections and the Teen Fiction Collection.
- Bringing shelving errors to the attention of the Children's Librarian or the Teen Librarian.
- Shifting books to allow more shelving space, in consultation with the Children's Librarian or the Teen Librarian.
- Noting the range of call numbers shelf read on a chart each week.
- Photocopying activity sheets, booklists, program brochures, etc.
- Folding brochures and booklets.
- Assembling and stapling program information packets.
- Preparing craft projects for craft programs.
- Decorating Imagination Station or Meeting Room A for special youth programs.
- Searching the various collections for holiday items for special displays.

**Submit Library Volunteer Application
(including the Youth/Teen Volunteer Application Form on Page 4),
an essay of no longer than one page on "Why I Want to Be a Youth/Teen Volunteer"
and a written recommendation from a non-relative adult to**

Mary Beth Reasoner, Volunteer Committee Chair
Tecumseh District Library
215 North Ottawa Street Tecumseh, MI 49286-1564

Revised January 2020 by the Volunteer Committee