

<p style="text-align: center;">KENTON COUNTY PUBLIC LIBRARY Position Description Covington Teen Services - Adult Volunteer</p>

Responsible To:

Teen Librarian (Covington Location).

Job Responsibilities:

The responsibilities for this position will vary from day to day. These tasks may include, but are not limited to:

- Assisting with program set-up and/or preparation
- Assisting with facilitation of teen programs
- Assisting the Teen Librarian with organizational projects
- Light clerical duties
- Other duties, as necessary.

Time Required:

The schedule for this position is will vary based on the program needs. Most Covington library teen programs take place between the hours of 3:30 - 5:30 p.m. on weekday afternoons. The schedule for this position might include 2-3 hours on a bi-weekly basis or 3-4 hours when a new program is starting up.

Length of Commitment:

One semester (minimum).

Training Provided:

As needed, by Teen Librarian.

Qualifications, Special Skills Required and Restrictions:

- Flexible and creative and must enjoy working with teens (ages 12 - 17).
- Experience (formal or informal) working with teens.
- Basic typing/filing/alphabetization skills.
- Must be 18 years of age or older

ACKNOWLEDGEMENT

I have read this position description and fully understand the requirements set forth therein. I hereby accept the volunteer position of _____ and agree to perform the identified essential functions in a manner in accordance with Kenton County Public Library’s established procedures.

I understand that my assignment is an unpaid volunteer position and may be discontinued either by the organization or myself, and such discontinuation can be made with or without notice.

Volunteer's Signature

Date

NAME (please print)

Supervisor's Signature

Date