

KENTON COUNTY PUBLIC LIBRARY
Position Description
Covington Teen Services - Teen Volunteer

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 preparation and program set-up/clean-up
- Assisting with making displays and/or signs
- Various duties in the Teen Space to keep the teen collection organized
- Assisting the Teen Librarian with organizational projects
- Light clerical duties

Time Required:

- 2-3 hour shifts, twice per month (bi-weekly schedule preferred).
- Most teen programs take place between the hours of 3:30 - 5:30 p.m. on weekday afternoons.

Length of Commitment:

One semester (minimum).

Training Provided:

As needed, by Teen Librarian.

Qualifications, Special Skills Required and Restrictions:

- Must be in grades nine through twelve (or have completed grade eight);
- Volunteer should be dependable, flexible and creative;
- Volunteer should be able to follow directions, maintain a positive attitude and conduct themselves in accordance with Kenton Co. Library policies;
- Basic typing/filing/alphabetization skills;
- Hours worked may be counted towards community service credit for school.

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

