

Teen Volunteers



An overview of volunteer opportunities for
tweens and teens in grades 5-12
at the Charlton Public Library



Teen Advisory Board (TAB) (Grades 5-12)

This group is planned and run by tweens & teens in grades 5-12, with help from the Youth Services Librarian. This group meets at least once per month and older members are responsible for deciding on meeting agendas.

Duties of this group include, but are not limited to:

- Assisting the Youth Services Librarian in collection development by reading reviews and choosing titles to purchase for upcoming YA & Teen fiction, non-fiction, music, movies, graphic novels, manga, etc.
- Planning and implementing programs for teens
- Planning, creating, and maintaining monthly displays for the Teen Space
- General maintenance of the Teen Space (shelf-reading, etc.)
- Assisting the Youth Services Librarian with the upkeep of teen library social media accounts such as Tumblr, Twitter, Facebook, Instagram, etc.
- Helping to manage Jr. TAB members
- Eating snacks....lots of snacks.

Members of TAB will earn volunteer hours at monthly meetings, at extra programs, time spent working on displays or other maintenance of the Teen Space.



Ask a Teen Tech (Grades 7-12)

Do you enjoy working with computers? Are you always on your phone or tablet? Do you pretty much know everything there is to know about computer programs, the internet, online games, apps, social media, etc.? Are you in grade 7-12? Many older adults at the library do not have much (if any) experience with computers; even basic functions like emailing, searching online, filling out online applications, creating documents, etc. While these simple tasks seem easy to you, they may be very difficult and frustrating to others who are doing their best to adjust to a society that requires us to do almost everything on a computer. We also have grandparents who bring their young grandchildren in to play on the computers and they do not know how to access games online. Library staff does not always have time to sit with patrons and help them use the computers and many of our teen volunteers are sometimes more up to date with technology than the library staff! Teens will sign up for specific shifts (weekly, if possible) and be available to help patrons or library staff with any questions or issues pertaining to computers, internet, apps, social media, etc.

Duties and Role of Teen Techs include:

- Showing up for assigned shifts at the library
- Aiding library staff and patrons with using computer programs and online projects
- Teen Techs may request to work on the adult level or in the Children's Room.
- Acting in a courteous, pleasant and helpful manner towards library staff and patrons
- Teen Techs will wear a badge so that library staff and patrons can easily identify who is available to help
- Possibly working on other computer/online related projects at the Youth Services Librarian's discretion during downtime.
- If you have homework or other school-related projects to work on, you may do so during downtime.

If you are interested in this position, please fill out the **Teen Volunteer Application** (located under Volunteer Opportunities on the Teen Page of the Library's website) and check off that you are interested in being a Teen Tech. Please email Molly Garlick mgarlick@cwmar.org to set up a time to meet for a quick training.



Shelf-Reader / Library Aide (Grades 5-12)

Do you like things to be orderly and neat? Do you enjoy alphabetizing? Have you ever wanted to learn the Dewey Decimal System? Do you have a bit of OCD?!? Then this is the job for you! A big part of a librarian's job is finding the right book for our patrons. But if our shelves are out of order, it makes our job harder. Teen Shelf Readers will be trained to shelve and organize books in each section of the Young Adult and Children's collections.

Teen Shelf Readers should:

- Be in grade 5-12
- Have some ability to organize
- Know the alphabet
- Have the patience to go slowly and double-check your work
- Be able to identify items that are in the wrong section or mislabeled
- Enjoy the look of a well-organized shelf 😊

Teen Shelf Readers will attend orientation and training sessions. They will choose what days and times work best for their schedule with the Youth Services Librarian. Shelf Readers will earn volunteer hours for the amount of time spent volunteering, as well as during orientation and training sessions. Volunteers may be asked to do other tasks, such as locating missing or miss-shelved items, checking that DVDs and Books on CD are in the correct cases, cleaning book covers, checking DVDs for cracks, cleaning DVDS, etc.

If you are interested in this position, please fill out the **Teen Volunteer Application** (located under Volunteer Opportunities on the Teen Page of the Library's website) and check off that you are interested in being a Shelf Reader. You will be added to our email list. Please email Molly Garlick mgarlick@cwars.org to set up a training session.



Book Reviewers (Grades 5-12)

If you love to read, then this is the job for you! You can do book reviews from home by filling out our Book Review form, located on the Teen Volunteer Opportunities page of our website. Please read the instructions on the Book Review Form for more info.

Teen Book Reviewers should:

- Love to read
- Have some basic writing skills
- Have access to a computer/email

If you are interested in being a book reviewer, please make sure you indicate this on your **Teen Volunteer Application**, located under Volunteer Opportunities on the Teen page of the Library's website.



Special Projects (Grades 5-12)

If you would like to be on our contact list for helping out with various projects in the library, please sign up and we will contact you when we need help.

Special Projects may include:

- Craft prep for children's programs
- Setting up/breaking down chairs and tables for large programs or events
- Helping out during large events
- Cleaning toys, shelves, windows
- Working in the Reading Garden (Spring/Summer)
- Setting up for Summer Reading events (Summer)

Teens will earn volunteer hours for the amount of time spent working at the library doing assigned tasks. Some tasks may involve lifting heavy books or other objects. The library will keep a list of volunteers and contact them as needed on a rotating basis. If you are interested in this position, please indicate this when you fill out the **Teen Volunteer Application**, located on the Teen Volunteer Opportunities page of our website.



Program Attendants (Grades 5-12)

Teen program attendants will help at library programs doing various tasks, depending on the type of programs. Most of the programs we need help with are for younger children, such as story times, crafts, movies, etc.

Program Attendant tasks may include the following:

- Assisting younger children with crafts or other activities during a program
- Supervising groups of children during an activity (with a library staff member present)
- Helping at movies making popcorn, etc.
- Setting up chairs or tables
- Setting up/cleaning up after an event
- Decorating for a program
- Manning a booth or table at a program

Teen Program Attendants will earn volunteer hours for the amount of time spent helping during programs when needed. The library will keep a list of volunteers and contact them as needed on a rotating basis. We will add you to our email list once you have filled out the **Teen Volunteer Application**, located on the Teen Volunteer Opportunities page of our website.



Lego Club Supervisors (Grades 5-12)

Do you love Legos? Then this is the job for you! We have a Lego Club in the Story Time Room every Thursday from 3:00 – 5:00 pm for ages 5 & older. As a Lego Club supervisor, you will be in charge of coming up with a weekly Lego Challenge, creating a sample of that challenge, helping kids with their projects, and supervising kids in the room. You will also be in charge of picking up after the program.

Lego Club Supervisors should:

- Like to build and create with Legos
- Enjoy working with children
- Be organized
- Be creative!

Lego Club Supervisors will earn hours at each shift. Shifts are available to sign up for online once you have filled out the **Teen Volunteer Application**, located on the Teen Volunteer Opportunities page of our website.