

Volunteer Task Description

Interested in helping with general tasks that help make the library run smoother? Learn the ins and outs of the Teen Area and make it a more inviting place when you apply for a position as a

Teen Area Specialist

DESCRIPTION:	Pull worn, damaged, smelly, or otherwise in bad repair books in Teen Area Shelf read (make sure books are in the right place) Check and arrange book displays and end caps Straighten shelves Straighten and organize any displays (games, artwork, etc.) as needed
QUALIFICATIONS:	Ability to follow directions Ability to bend and stretch to reach shelves and work areas (walls, counter tops, table tops) Ability to push carts weighing up to 200# Attention to detail Organizational skills
TRAINING:	Training will be provided by supervisor. Please contact your supervisor if you cannot make your scheduled time
TIME COMMITMENT:	Library's choice but request minimum of 2-4 hours per week
AGE REQUIREMENT:	13-17 years old, grades 8-12
CONTACT:	Contact the Volunteer Coordinator at any library or the Systemwide Volunteer Services Coordinator at beth.porter@co.ramsey.mn.us or 651-724-6156.