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.