



## TEEN VOLUNTEER POSITION DESCRIPTIONS

Kent County Public Library is currently seeking teen volunteers ages 13 and up who are enthusiastic, engaged, responsible, and self-motivated. KCPL relies on volunteers to be team players and help with a wide variety of tasks to keep the library running smoothly.

### ***Successful volunteers will:***

- Be dependable, willing to learn, and comfortable working with the public.
- Complete duties independently and accurately after training.
- Ask for clarification or help when needed.
- Arrive on time and ready to work.
- Honor all time commitments to KCPL and provide advance notice if a scheduling conflict develops.

### ***Weekly Volunteers***

Volunteers who commit to a regular weekly schedule will assist with a variety of tasks. Duties include: setting up for programs; prepping crafts and other materials for programs; organizing, filing, and shelving library materials accurately; assisting librarians with children's programs; helping children with the Summer Reading Game; cleaning book covers and dusting shelves; photocopying, cutting, and/or folding brochures, bookmarks, and other materials; and helping to create displays. Weekly Volunteers may also be asked to help with other tasks that contribute to making the library a welcoming organization and a strong community resource.

Some of the Weekly Volunteers' duties are repetitive (for example, shelving books is a daily library task). If you feel that spending your time doing the same activities would be boring or difficult for you, this position might not be a good fit for you.

### ***"Extra Hands" Volunteers***

Volunteers who are interested in helping on an "As Needed and Available" basis will assist with special programs and events. Duties may include: setting up for programs; providing crowd control before, during, and after programs; assisting with running a specific program; dressing up and portraying a character (e.g., "Sneaks" the Library Cat) at library events.

**Rock Hall Branch**  
5585 Main St.  
Rock Hall, MD 21661  
410-639-7162

**Main Library**  
408 High St.  
Chestertown, MD 21620  
410-778-3636

**North County Branch**  
111-B1 N. Main St.  
Galena, MD 21635  
410-648-5380