

Job Description

2022 Phoenix Public Library Summer Teen Volunteer

ESSENTIAL JOB FUNCTIONS:

- * Promote and register children for the online Summer Reading Program
- * Assist with set up and clean up for storytime and children's programming
- * Photo copying, cutting paper, cleaning books and straightening public areas
- * Alphabetizing materials by author/title and shelving them
- * Help staff as needed

REQUIREMENTS:

Knowledge of:

- * Alphabetical and numerical order
- * Basic use of keyboard and mouse
- * Basic internet and website navigation

Ability to:

- * Show up to assigned shift and location on time
- * Understand and follow oral and written directions
- * Work cooperatively with others
- * Work a minimum of four weeks during the eight-week program (minimum requirement, working all eight weeks may be possible if available)
- * Work a minimum of one four hour shift per week (minimum requirement, additional shifts may be possible if available)
- * Communicate clearly with customers of all ages

BENEFITS:

- * Learn valuable job skills for your future education and career which can be demonstrated on college applications and resumes
- * Give back to your community
- * Promote literacy
- * Meet new people



Parental Consent Form

2022 PHOENIX PUBLIC LIBRARY SUMMER TEEN VOLUNTEER

Summer Teen Volunteers play an essential role in Phoenix Public Library's annual Summer Reading Program. To become a volunteer:

1. Select a library location and apply online at www.phoenixpubliclibrary.org/teens.
2. Commit to a minimum of 4 weeks volunteer service.
3. Attend a mandatory **online** Volunteer Orientation Session. We are offering four sessions (listed below). Once your application is approved, you will receive a link to register for the Orientation.
4. Bring this signed Parental Consent Form to your assigned Library (either before you start or on your first day).
5. Complete any additional training as assigned by library staff.

Teen Volunteer Orientations will be live online sessions offered on 4 different days. If you fail to attend one of these sessions, you will not be permitted to volunteer.

Date	Time
Saturday, May 14th	10-11 am
Wednesday, May 18 th	5-6 pm
Saturday, May 21st	2-3 pm
Wednesday, June 1st	5-6 pm

I have read the above statement and understand that my son/daughter, _____ is applying to work as a volunteer for Phoenix Public Library.

Printed Name (Parent/Guardian) _____

Signature _____ Date: _____

