



201 Bishop Hollow Road
Newtown Square, PA 19073
(610) 353-1022

Position Title: Teen Volunteer - Children's Program Support

Position Overview:

The Teen Volunteer for Children's Program Support at Newtown Public Library will play an essential role in enhancing the library experience for young patrons. This position offers a unique opportunity for teens to contribute to their community, gain valuable skills, and foster a love for learning and creativity among children. The volunteer will primarily assist in crafting activities for children's programs, provide support during events, and undertake various tasks to maintain the library's children's section.

Key Responsibilities:

- **Craft Preparation:** Assist in the preparation of materials and supplies for children's craft activities, ensuring that everything is organized and readily accessible for scheduled programs.
- **Craft Creation:** Help in the creation of crafts based on program themes or seasonal events, following provided instructions and exercising creativity to engage children's imaginations.
- **Program Support:** Provide assistance during children's programs, including but not limited to setting up and cleaning up activity stations, guiding children through crafts, and ensuring a safe and welcoming environment.
- **Library Maintenance:** Perform tasks such as edging shelves, cleaning toys, and maintaining the tidiness and organization of the children's section.
- **Communication:** Report to the Children's Librarian regarding completed tasks, inventory needs, and any issues or suggestions for improvement in the children's area.
- **Professionalism:** Maintain a positive and professional attitude when interacting with library staff, volunteers, and patrons, representing the library in a courteous and respectful manner.
- **Dress Code:**
 - **Neat and clean clothing:** Volunteers should wear clothing that is clean, well-maintained, and free of offensive language or images.

- Modest clothing: Clothing should be modest and appropriate for a professional environment. This typically means avoiding clothing that is overly revealing or suggestive.
- Comfortable clothing: Since volunteers may be performing various tasks that require mobility and comfort, they should wear clothing that allows them to move freely and comfortably.
- Closed-toe shoes: For safety reasons, volunteers may be required to wear closed-toe shoes, especially if they will be working in areas where there is a risk of injury.
- Personal hygiene: Volunteers should also ensure they maintain good personal hygiene and grooming habits while representing the library.

Qualifications:

- Age Requirement: Must be 14-18 years of age (if age 18, background clearances are required at the expense of the volunteer)
- Creativity: Ability to think creatively and adapt craft projects to suit different age groups and themes.
- Reliability: Demonstrate responsibility and reliability in fulfilling volunteer commitments and completing assigned tasks independently or with minimal supervision.
- Team Player: Work collaboratively with library staff and fellow volunteers to ensure the smooth operation of children's programs and maintain a positive and supportive environment.
- Attention to Detail: Exhibit attention to detail in organizing materials, setting up activity stations, and performing library maintenance tasks.
- Communication Skills: Possess effective verbal and written communication skills for interacting with library staff, volunteers, and patrons.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. This position requires movement.
- Individuals will need to sit, stand, and walk during scheduled shifts. Library flooring is primarily on a level surface.
- The ability to lift, bend, and reach is required. Must be able to reach above shoulder height, below the waist, and can move up and down from a floor setting to access all library materials. Must be able to lift up to 25 pounds for books and bags/boxes of materials on occasion. Must be able to utilize stepstools and

ladders as needed to reach all library materials and fixtures. Proper safety policies and procedures, including lifting and climbing techniques, are required to always be followed.

- Visual requirements include the ability to see, read, and comprehend the English language in written and computerized formats, and the ability to site-read shelves and call tags.

Benefits:

- Gain valuable experience in working with children and developing creative programming skills.
- Build teamwork and communication skills through collaboration with library staff and fellow volunteers.
- Contribute to the community by supporting literacy, learning, and enrichment opportunities for children.
- Receive recognition and appreciation for volunteering efforts from the library and the community.
- Receive volunteer service credit for school or other organizations.

This position offers an excellent opportunity for teens to make a meaningful difference in their community while developing valuable skills and experiences. If you're passionate about working with children and promoting a love for reading and learning, we invite you to join our team as a Teen Volunteer for Children's Program Support at Newtown Public Library!