

VOLUNTEER TEEN ASSISTANT

West Boca Branch

Ages 12-17.

PURPOSE: Assist Library staff in the Children and Teen areas.

TIME: The minimum time required is two hours, one day a week with a flexible schedule. Volunteer service is based on the individual needs of the Library. Reporting on time, calling when absent and logging volunteer hours are required for a positive volunteer experience.

Available shifts: Tuesdays or Thursdays, 10am-12pm, or Wednesdays, 10:30am-12:30pm.

DUTIES:

- Arrange and sort Library materials.
- Prepare craft projects using scissors and other supplies.
- Assist with storytimes, special activities and Summer Reading Program.

QUALIFICATIONS:

- Ability to follow directions from Library staff.
- Able to work independently or with others as assigned.
- A professional attitude when working in a public setting.
- Knowledge of alphabetical and numeric order which is necessary to shelve books and DVDs.

BENEFITS: Learn how to work in a professional environment with librarians and library staff. Gain experience for higher education and future employment. Support your Library and the community by helping others.

CONTACT: Ginny Furnas, 561-470-1600.



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