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.

*A limited number of applications will be accepted beginning Sunday, January 21.

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.