

## ROLE DESCRIPTION:

Teen Program Helpers assist with program preparation and clean-up. This position is mainly at the George W. Hawkes Downtown Library and helps during our Teen Times and other teen programs.

# TEEN PROGRAM HELPER

### RESPONSIBILITIES:

- Assist with Teen Time, Teens Give Back, and other various library programs
- Assist with large programs and more
- Have the option of joining Library Youth Ambassadors, the library's teen advisory group
- Help with Adopt-a-Category

### QUALIFICATIONS/SKILLS REQUIRED

- Must be 14-17 years of age; with permission from a parent/legal guardian (minor consent form required)
- A pleasant and friendly attitude and demeanor
- Ability to communicate well with others
- Ability to listen and follow instructions
- Ability to work with and get along with diverse groups of people

### TIME/COMMITMENT

- Hours are dependent upon program and staff availability

### BENEFITS

- Gain valuable experience to use on resume
- Give back to the community
- Gain service hours
- Meet new friends and build relationships
- Build social and networking skills
- Learn to communicate, work with and get along with diverse groups of people
- Gain behind the scenes knowledge of library resources
- Make a difference!

### LOCATION OFFERED

- George W. Hawkes Downtown