



NOVI PUBLIC LIBRARY VOLUNTEER JOB DESCRIPTION

VOLUNTEER JOB TITLE: Summer 2024 Teen Leader Volunteer
REPORTS TO: Youth and Teen Services Supervisor

This volunteer position will play a key role in assisting guests and staff with the Summer Reading Program. The Novi Public Library is a vibrant, fast-paced class six library located within Oakland County. We proudly serve a diverse community with a population of 65,000+. As a proud organization within the Novi community, we are committed to serving our guests with exceptional customer service through innovative programming, cutting-edge technology in our iCube Makerspace, and expertly trained staff.

PRIMARY DUTIES & RESPONSIBILITIES:

1. Assist guests with signing up for the Summer Reading Program using Beanstack software and distributing prizes.
2. Register guests for finale parties.
3. Assist staff with various programs and assembly of Grab and Go Kits for Youth, Tweens and Teens.
4. Communicates effectively with guests, other volunteers, and library staff.
5. Direct guests to appropriate library staff for assistance.
6. Maintain the neatness of the Teen Leader Volunteer work area.
7. Performs other duties as assigned.

VOLUNTEER QUALIFICATIONS:

1. Must be at least 14 years old and a current middle or high school student.
2. Must be a current Novi resident or attend school in Novi.
3. Volunteer experience at the Novi Public Library preferred.
4. Dedication to public service and providing positive customer service.
5. Enthusiastic, friendly, self-motivated, approachable, and creative.
6. Strong obligation to confidentiality.
7. Strong organizational skills and attention to detail.
8. Knowledge of internet and computer related technology.
9. Excellent oral and written communication skills.

WORKING ENVIRONMENT:

1. Physical mobility, vision, hearing, and manual dexterity essential.

2. Maintain physical condition necessary for sitting, standing, bending, and /or walking for extended periods of time; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; push or pull with wheeled cart up to 500 pounds; operating assigned equipment; picking up litter.
3. Evening and weekend hours may be required.

Stipend: \$500 upon successful completion provided by the Friends of the Novi Library.

Hours: This is a part-time volunteer position only. Minimum of 100 hours required between June 3 through August 31 to receive stipend.

Schedule:

- Up to 15 hours per week for the weeks of June 3-9, June 10-15, and June 17-23 (hours not to exceed what is allowed through the State of Michigan work permit); flexible schedule, with shifts of at least 3 hours each, scheduled in advance with Supervisor
- Must be available to work:
 - Summer Reading Program Kickoff Party on June 9 from 12-4pm
 - Summer Reading Program Finale Party on Wednesday, August 14 from 5-8:30pm
- Additional opportunities for 2-3 hour shifts to support other library programs or the assembly of Grab and Go kits will be made available as needed

Application required to be considered for this position.

Send to Lindsay Gojcaj, Youth and Teen Services Supervisor
Novi Public Library
45255 W. Ten Mile Road
Novi, MI 48375
Email: lgojcaj@novilibrary.org

Deadline: Open until filled.

This volunteer job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.