Volunteer Position: Summer 2020 Teen Leader Volunteer

Volunteer Duties:
- Assists guests in signing up for the Summer Reading Program using Beanstack software
- Communicates effectively with guests, other Teen Leader Volunteers, and library staff
- Maintains the neatness of the Teen Leader Volunteer work area
- Directs guests to appropriate library staff for assistance
- Performs other duties as assigned

Job Requirements:
- Must be a current Novi resident or attend school in Novi
- Teen volunteer experience at the Novi Public Library preferred
- Dedicated to public service
- Dedicated to providing positive customer service
- Enthusiastic, positive, friendly, self-motivated, creative and approachable
- Strong obligation to confidentiality
- Strong organizational skills and attention to detail
- Proficient in Internet browsers and other computer related technology
- Excellent verbal, written, and interpersonal communication skills
- Values diversity in the workplace and in the community
- Physical mobility, vision, hearing, and manual dexterity essential
- 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; spreading ice melt.
- Must adhere to the dress code policy. Unacceptable attire includes: 1. Shorts, cut – offs or athletic shorts. 2. Athletic apparel; workout attire. 3. Strapless or spaghetti-straps unless worn with business attire. 4. Any clothing that is revealing. 5. Torn, worn or frayed clothing. 6. Soiled, stained, odoriferous and excessively wrinkled clothing. 7. Baseball caps, visors, hats, and headscarves, unless they are being worn for Library programs, medical or religious reasons. 8. Flip flops or casual beach shoes of any kind.
- Evenings and weekends are required

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

Dates/Hours:
- Flexible training dates TBD prior to June 8
- 20 hours per week, Monday, June 8 through Saturday, August 15
  - Monday-Thursday, 3-6pm or 6-9pm
  - Friday, 12-3pm or 3-6pm
  - Alternating Saturday or Sunday, 12-5pm
Application and Recommendation Form:

- Send to: Lindsay Gojcaj, Information Services Librarian
  Novi Public Library
  45255 W. Ten Mile Road
  Novi, Michigan 48375
  E-mail: lgojcaj@novilibrary.org

Deadline: Until filled