



Title: Youth Services Assistant

Contact person: Volunteer Coordinator: 607-275-1526 VolunteerCoordinator@tcpl.org

Supervisor: Any of the Youth services librarians, and the Volunteer Coordinator

Job duties: (may include any of these)

- Organization of STEAM engine cart
- Shelf reading and organizing of books
- Toy cleaning
- Book and DVD cleaning
- Cleaning computer area or toy area
- Light clerical work such as stuffing envelopes or labeling
- Assist the staff at events
- Cutting, pasting, die cutting
- Any special requests that may pop up

Requirements:

- Being comfortable around and good at working with youth
- Positive, upbeat attitude
- Capable of following instructions
- Patience
- Must be free of all communicable diseases

Hours: Youth Services Assistants have a regular weekly schedule. If there is a special event, you may be asked to come in for that, but you are not required to do so.

Every Shift you should:

- 1) Sign in the volunteer computer at the beginning and end of your shift.
- 2) Get your nametag. (Replace it at the end of the shift.)
- 3) Check the volunteer project drawer for any special projects.
- 4) If needed, clean up the STEAM Engine area.
- 5) Toy cleaning.
- 6) Shelf read and/or clean books. Complete log information for each task.