COLUMBUS METROPOLITAN LIBRARY

**VOLUNTEER POSITION PROFILE**

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| **Position Title:** | Summer Reading Challenge  VolunTeen | **FLSA Status:** | Volunteer |
| **Department:** | Volunteer Services | **Pay Range:** | Unpaid |
| **Reports to:** | SRC VolunTeen Coordinator | **Effective Date:** | 04/2/2018 |

**PURPOSE OF JOB:** Provide support to the location staff in running the Summer Reading Challenge (SRC) as directed.

**VOLUNTEER IMPACT:** Teens assisting with SRC help customers register and maintain their SRC records while assisting staff with a variety of summer programs. This volunteer role ensures that SRC provides a great experience for customers of all ages.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Register adults, teens, and youth for the Summer Reading Club.
2. Assist with the distribution of rewards for participants who achieve their reward levels.
3. Display good literacy habits, such as reading to children in the Reading Buddies program and, when customers are not seeking your assistance, participate in silent reading activities.
4. Assist with all aspects of special programming, such as free lunches or Summer Reading Camps, as requested. This includes the set-up and tear down process.
5. Tidy up the library. This could include straightening materials or picking up after customers to make the area acceptable to customers visiting later in the day. This could include straightening the materials and sale materials in the lobby.
6. Basic project work as assigned by the VolunTeen supervisor or manager.
7. Other duties as assigned by the site volunteer supervisor or manager.

**INTER-ACTION:** Interaction with staff and customers

**MINIMUM QUALIFICATIONS:**

1. Basic literacy skills
2. Keyboarding skills. Familiarity with MS Office products is helpful.

**LEARNING EXPERIENCE PROVIDED:**

1. Learn and practice basic office etiquette.
2. Gain experience and practical knowledge of standard library practices.
3. Interact with a variety of library staff members to experience multiple priorities and deadlines. Gain experience with common, regular tasks and special projects as office skills are gained.

**HIGHLY PREFERRED QUALIFICATIONS AND COMPETENCIES:**

1. Works hard and is energized. Works within the guidelines established by the Volunteer Coordinator and/or area manager. ***(Action Oriented)***
2. Takes direction well. ***(Approachability)***
3. Works well with staff and fellow volunteers to help maintain a cooperative work environment. ***(Peer Relationships)***
4. Performs tasks in a timely manner with minimum number of errors. ***(Productive Work Habits)***
5. Interacts with customers as directed by the Volunteer Coordinator. Provide the highest level of customer service and confidentiality possible. ***(Customer Focus)***

**COMPUTER/TECHNOLOGY SKILLS/EQUIPMENT/SOFTWARE SKILLS:**

The following is the common technology may be used in this position and is not all inclusive.

Data entry, Microsoft Word, Microsoft Excel, Internet (www.Columbuslibrary.org) or other miscellaneous CML-related software applications.

**SPECIAL REQUIREMENTS:**

Location will detemine work schedule and assigned tasks.

**DISCLAIMER:**

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

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