

VOLUNTEER POSITION DESCRIPTION

JOB TITLE: Teen Advisory Board (TAB) Volunteer

PRINCIPAL DUTIES and/or RESPONSIBILITIES:

- Assist with library program selection
- Assist with program preparation
- Create and lead programs
- Contribute to merchandising (book display) efforts
- Other duties as assigned

SKILLS NEEDED:

- Excellent reading skills
- Excellent writing skills
- Ability to communicate with peers and adults
- Ability to work on a team

LOCATION:

- East Library
- Cheyenne Mountain Library
- Fountain Library
- Library 21c
- Manitou Springs Library
- Monument Library
- Old Colorado City Library
- Penrose Library
- Ruth Holley Library
- High Prairie Library
- Ute Pass Library

TRAINING:

- Online modules to be completed throughout the year

TIME COMMITMENT:

- Attend meetings once a month
- Attend programs as needed

REPORTS TO:

- Branch Staff (TAB Coordinator)

PHYSICAL DEMANDS

- Ability to stand for extended periods on a daily basis
- Ability to lift and carry objects up to 50lbs
- Ability to sit and use a computer for extended periods and operate equipment on a daily basis

This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of the Pikes Peak Library District. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.

VOLUNTEER ACKNOWLEDGEMENT

I have read and understand this position description.

Volunteer Signature

Date

Supervisor Signature

Date

If you require an accommodation to complete your application, please contact Young Adult Services at (719) 531-6333 ext 6087.

For Library Use Only:

Volunteer Placed By _____

Date Placed _____

Location _____

HR/2019-20