



City of Monrovia, Department of Community Services
Monrovia Public Library

Teen Area Volunteer Job Description

Importance of Position

The library provides many services to enrich the community ranging from book check-out on virtually any subject to music CDs to computer use to programs that encourage and promote life-long learning. One of the many services offered in our new library building is a Teen Area. This is a separate area in the Adult Services section of the Library reserved for teens 13 – 17 with tables, computers and a study room. This area is full of teens, primarily middle school students, Monday through Friday.

Qualifications

- ◆ Volunteers must be able to commit to at least 2 hours a week volunteering at the Library, with a flexible schedule.
- ◆ Volunteers must feel comfortable working with teens, especially in providing a strong role model.

Duties

- ◆ Assisting with homework if teens request help.
- ◆ Supervising Teen Area to maintain appropriate noise levels and appropriate use of teen area. This may include asking adults or children to move to other areas of the Library, assuring that teens are not looking at inappropriate content on computers, and discouraging physical contact among teens, whether rough housing or romantic.
- ◆ Volunteers are welcome to organize games or other activities, although it is not required.

Responsible to

Senior Adult Services Librarian: 626-256-8253 or lgranicy@ci.monrovia.ca.us

Benefits of Volunteering

Teen Area Volunteers make a positive difference in the lives of Monrovia youth by creating a safe, positive place for teens to spend time. By promoting reading and education, as well as modeling good boundaries, we are providing the tools for teens to be successful in school and in adult life. Other benefits to the volunteer may include networking with other volunteers, learning new skills, gaining work experience or just receiving a pat on the back. We are happy to write letters confirming volunteer time.

Length of commitment

In this program, a lot of time is spent building a relationship as well as skills. We ask that all volunteers commit to at least six months of volunteering.

Grounds of Termination

- 📖 Inability to attend or to fulfill regular responsibilities, or for behavior unbecoming of the Community Services Department. We expect our volunteers to be a good reflection of our services.
- 📖 Breach of confidentiality. Please do not share information about program participants with anyone except City staff.
- 📖 Failure to complete City background and drug test.