



# CITY OF TUALATIN

## VOLUNTEER POSITION DESCRIPTION

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|-------------------------|---|
| <b>JOB TITLE:</b>       | <b>SUMMER TEEN</b>  |
| <b>GOAL/PURPOSE:</b>    | Provides assistant to the Public Services Staff as a Summer Reading Assistant.  |
| <b>SUPERVISOR:</b>      | Supervised by the Public Services Staff and Library Volunteer Services.   |
| <b>TIME COMMITMENT:</b> | A minimum of 16 hours from June through August.   |
| <b>DUTIES:</b>          | <ul style="list-style-type: none"><li>• Greet all visitors to the library and talk to them about Summer Reading.</li><li>• Help patrons get signed up for Summer Reading.</li><li>• Assist Public Services with other tasks, as needed.</li></ul>   |
| <b>QUALIFICATIONS:</b>  | <ul style="list-style-type: none"><li>• Minimum age is 14</li><li>• Ability to greet and talk to strangers.</li><li>• Ability to follow directions and ask questions</li><li>• Ability to commit to and keep a schedule</li><li>• Ability to stay on task</li><li>• Mature, responsible, fast learner</li></ul> |
| <b>TRAINING:</b>        | <ul style="list-style-type: none"><li>• Training will follow Orientation</li></ul>  |