

2015-16 DCPL's Teen Team Information Document

"Teen Team" is a program with dual purposes meeting throughout the school year offering the opportunity to volunteer at least 20 hours and advise us on YA Materials and teen programming. Some activities will require an orientation meeting, or planning preparation meeting prior to an event. All members rotate between Programming and Library Aides while having an opportunity to count hours for writing reviews, or as Instructional Assistants. Some may elect a special promotional project with specific due dates. Student volunteers at the library usually work 2 hour shifts but we can accommodate varied needs.

- ❖ **Advisors-meetings as scheduled or on own time frame**
 - Attend orientation, information, planning meetings (scheduled)
 - Read book reviews and suggest purchases (during weekly slots)
 - Suggest links of interest / use on the library's website (as able)
- ❖ **Library Aides- weekly schedule-ONLY 2 volunteers per shift.**
 - Shelving library materials & or Shelf Reading
 - Shelf / Book Washing
 - Putting things in alphabetical order
 - Making copies
 - Cutting out paper shapes
 - Checking for items in our database
 - ...anything else we can think of!
- ❖ **Program Assistants-monthly with holiday schedule-specific dates and times**
 - Halloween Trick or Treat
 - Mocksville Christmas Parade
 - Christmas Stories
 - Valentine's Day Puppet Show w/crafts
 - St. Pat's Puppet Show
 - Easter-Mrs. Bunny's Egg Hunt
- ❖ **Promotional Projects- 4 offered Banned Books Week 9/27-10/3, Teen Read Week 10/18-24, Digital Learning Day –Feb.**
- ❖ **Technology Instructional Assistants – Possibility-discuss with Miss Julie**
Some may apply for positions using supplemental portion for Tech Assistants
 - Monitor/demo the Animation Station
 - Assisting patrons with technology skills
 - Assist with tech course instruction

Some general rules and regulations:

- Schedule a regular time to work so that we know when we can count on your help. The master schedule is on the wall at the Youth Services Desk.
- If you find you can't make it when you are scheduled please call Miss Julie at 753-6038 or email jwhittaker@daviecountync.gov so I won't wonder and worry about you.
- Volunteers are here to help the library staff. You will be expected to do what is asked of you with a minimum of staff supervision. Sometimes you may have to wait, as patrons always take priority for the staff's time and attention.
- Remember that as a volunteer you become a representative of the library (especially to young children) and your behavior will reflect on the library.
- It is essential that a parent be reachable during the time you volunteer in case of illness, emergency, or early closing of the library.

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Teen Team Orientation & Training – Thurs. Sept. 3, 4pm or Jan. R 14, 4pm,

Library Aides- regularly schedule 2 hour shifts doing everyday library tasks; organizing, shelf reading, shelving, ...

Programming Assistants- Monthly Opportunities- hours vary; craft prep, room set-up, assist children

Promotional Projects- develop book displays highlighting awareness of special materials/events

Readers Advisory write a review of DCPL material we can post to the website to earn an hour or two

Technology Instructional Assistants- Animation Station, Computer classes, homework help, Research assistance, Spanish Translator

1st semester 2015

- September R 3, 4-5 pm Teen Team Orientation
 - Project- Banned Books Awareness - due 9-23 for display 9/27-10/3
- October events
 - Project- Teen Read Week-due 10-10 for 10/18-24
 - St 31st evening Trick or Treat- Costumed at the lobby offering treats
- November- Mocksville Christmas Parade- 2015 Plowin' thru the Holidays
 - To be determined planning
 - To be determined preparation
 - Sat. Nov 21 Parade- float, ride/walk, clean-up
- December-Christmas Holiday Stories
 - Fri. Afternoon- 11th Decorate/set-up
 - St. 12th Morning- help with activities, clean-up

2nd Semester 2016

- Jan. R 14 4 pm- Mid-year team meeting –Applications for Teen Instructional Aides
- Feb. Valentines St 13th 10:30 am , Puppet Show, Crafts & Clean-up
 - Project - Digital Learning Day due
- March
 - F 18th - afternoon, Prep Deco for Easter Bunny
 - St 19th, assist with Easter crafts, egg hunt, clean-up
- May
 - St. ___ 10-2 - Smart Start's Kids Fest @ the Brock/Masonic Picnic Grounds

❖ Other event dates may be added as library departments develop programming.