



2019-20 DCPL's Teen Team Information Document

"Teen Team" is a program with dual purposes meeting throughout the school year offering the opportunity to provide community service for 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 may rotate between Programming and Library Aides while having an opportunity to count hours for writing reviews, or as Programming Assistants. Some may elect a special promotional project with specific due dates. Student service opportunities at the library usually involve 2 hour shifts but we will consider accommodations for varied needs. Some special events may require longer shifts.

- ❖ **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**
 - Fall Program-Trick or Treat on Halloween R 10/31 4-8 pm
 - Mocksville Christmas Parade- Sat. 12/7 time TBD
 - Grinch Programming – M 12/16 4pm & 6:30 pm
 - Read Across America with the Cat in the Hat M 2/24 4 & 6:30 pm
- ❖ **Promotional Projects- TBD**

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 The Youth Services Desk at 753-6038 or email so we 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 and attire 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 – Your first volunteer day will include training.

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

Programming Assistants- Seasonal 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

Some events scheduled are:

1st semester 2019

- October events, may require prep in September
 - Project- TeenTober- Month long celebration of Library services & materials for Young Adults
 - R 31st 4-8pm Costumed as a book character in the lobby providing candy for Trick or Treaters
- December-Town f Mocksville Christmas parade- *Home for the Holidays*
 - Fri. Afternoon- 12/6 time TBD Decorate/set-up
 - St. 12/7 help with parade activities, and clean-up time TBD
 - Grinch Programming – M 12/16 4pm & 6:30 pm

2nd Semester 2020

- Feb. M 2/24, 4 & 6:30 pm shifts for Read Across America with The Cat in the Hat
- May St. TBA 10am -2pm - Smart Start's Kids Fest @ the Brock/Masonic Picnic Grounds

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