



# Volunteer Position Description

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**POSITION TITLE:** Teen Advisory Group (TAG) Volunteer

**DIVISION:** Adult Services

**SUPERVISOR:** Young Adult coordinator

**LENGTH OF COMMITMENT:** Variable

**TIME INVOLVEMENT:** Attend and participate in monthly Teen Advisory Group meetings and activities.

**POSITION SUMMARY:** Volunteers meet monthly to engage with library staff and other teens to share ideas for library services for young adults and work on a variety of projects to support library services and collections. TAG members may volunteer at library events with supervisor approval.

**MAJOR RESPONSIBILITIES:** Attend Teen Advisory Group meetings as an active and respectful participant, commit to improving how the library meets the needs of teens in our community, help promote library offerings to other teens, and perform various library tasks with care. Assist with a minimum of three library programs (such as Fall Festival, Cabin Fever, Summer Reading Kickoff, or Teens Night Out, etc.).

**PHYSICAL REQUIREMENTS:** Regular contact is made with other volunteers, employees, and library users. Additional tasks may include moving book carts and handling books.

**QUALIFICATIONS:** Ability and willingness to attend meetings, participate respectfully in group discussions, and offer informed opinions. Ability to work well with other volunteers, employees, and young adults. Ability to follow instructions. Volunteers may not have conflicts of interest.

**SPECIAL REQUIREMENTS:** Participants must be from age 13 – 18. On the volunteer application please include 1 to 2 sentences under "Additional Skills or Interests" about why you want to participate in TAG. Parent/Guardian permission required on volunteer application.