



### **VolunTeen Tasks:**

- Clean up Children's Play Areas
  - Tidy up/put away learning toys
  - Wipe down tables in your area
  - Use disinfecting spray/wipes on toys
- Help organize your puzzle collection
  - Put puzzles together to be sure they have all the pieces
  - Turn in any random pieces or incomplete puzzles
- Help with circulating collections
  - Use wipes/disinfectant to clean board books
  - Use wipes/disinfectant to clean discovery kits
  - Shelf-read your books and audiobooks
  - Help fill displays
  - Pick up discarded items and place them on the re-shelf cart
  - Dust shelves
  - Label series numerically
  - Re-label spines when necessary
  - Maintain number system for book/DVD /audio series
- Help with library programs
  - Set up tables and chairs
  - Prep craft supplies
  - Sort/organize craft materials to be put away
  - Tidy up after program
- Help with general library/office tasks
  - Recycle appropriate materials to our recycling bin
  - Clean discs
  - Edit/reprint brochures and flyers
  - Create book displays
  - Make decorations for upcoming event when needed