**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