

**CITY OF WESTMINSTER
COMMUNITY VOLUNTEER PROGRAM**

Volunteer Coordinator (303) 658-2159

Fax 303-706-3924

Email: Volunteer@cityofwestminster.us

Parks, Recreation & Libraries / Golf

Volunteer Position Description

POSITION: **Westminster Public Library's Teen Advisory Board Member**

WORK AREA: College Hill Library ~ 3705 West 112th Ave

RESPONSIBLE TO: Hollie Brosseau and Lisa Hughes

RESPONSIBILITIES: Promote library services to teens:

- Advise, plan, and participate in teen programs
- Post reviews and teen news on the teen website
- Create bulletin boards and displays in the teen area
- Recommend young adult materials for purchase

TIME REQUIRED: Approximately 2 hours per month

- Tuesday afternoon meetings 1-2 hours
- Additional hours as needed for the website, programs and projects

QUALIFICATIONS:

1. Interested in reading, writing reviews, sharing ideas, and promoting Teen Services at the library
2. Good communications skills
3. Complete a TAB application, available at the library

LENGTH OF COMMITMENT: Minimum of 6 months

MINIMUM AGE: 12 – 17 years

WORKING ENVIRONMENT PHYSICAL ACTIVITIES:

- Meet once per month at the library
- Join online group to post content and add to discussion

BENEFITS:

1. Having a say in materials and services for teens at the library
2. Personal satisfaction in serving your community and peers
3. Opportunity to meet new people
4. Useful work experience for a resume

Use volunteer work as a work/college reference

TRAINING: The volunteer will receive all necessary training and guidance as needed to perform the duties assigned to the position.