

TEENS AT work



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ANNA BRUCE

Happy Valley Library

BACKGROUND

VOLUNTEERS

2011- started with 12 teens
2023 - 131 teens / 970.25 hours

INTERNS

2022-1st summer intern
2023-1st school year intern



WHY HAVE TEENS HELP?



LEADERSHIP

For teens



IT'S A PROGRAM!

For library



CONNECTION

For teens



OPPORTUNITY

For teens



SUPPORT

For library

CREATING OPPORTUNITIES



TO DO OR NOT TO DO

Be clear with your expectations.
What tasks are they likely to do?
What will they never do?

NOs for me - shelving & storytime



TYPES OF VOLUNTEERING



CRAFT PREP

Cutting, sorting,
cleaning - on site



BOXES

Project in a box for
take home work



PROGRAM HELP

Leading activities,
cleaning up - on site



SPECIAL TASKS

More lengthy tasks -
toy cleaning, book
cleaning, big projects

TYPES OF VOLUNTEERING

CRAFT PREP



TYPES OF VOLUNTEERING BOXES

TEEN VOLUNTEER BOX

Name _____

Project _____

Dates/hours worked on:

Please return by _____

finished _____

ran out of: _____

Anything else?



TYPES OF VOLUNTEERING PROGRAM HELP



TYPES OF VOLUNTEERING SPECIAL TASKS



NEWSLETTERS

Sign up for newsletter

Get Welcome Letter
[Mailchimp Sample](#)

Follow up with Monthly or
As Needed Newsletters

ONLINE CALENDAR

Teens can bookmark

Teens manage their own
signups/cancellations; get
reminders

Staff can adjust
shifts/monitor coverage
[Libcal Sample](#)

TEEN VIEW



FAMILIES

MAR 9 Sat, 10:30am - 11:30am In-Person

Cuentos, música y manualidades - Storytime HELPER

Help set up and clean up for storytime. Note: this program is in Spanish and English so bilingual volunteers preferred.

Kids Program



FAMILIES

MAR 9 Sat, 1:45pm - 3:15pm In-Person

Chinese Storytime / 中文故事时间

Help set up and clean up for storytime. Note: this program is in Mandarin and English so bilingual volunteers preferred.

Kids Program

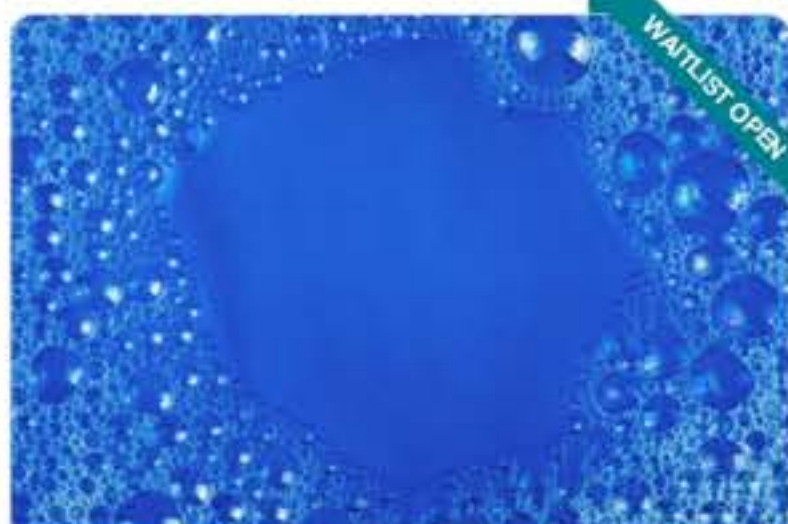


MAR 12 Tue, 4:00pm - 5:45pm In-Person

LEGO Help

Help set up, count people, and clean up after our LEGO programs - picking up pieces and tearing apart LEGO projects. You will need to have a volunteer registration form on file. You can email... [More](#)

Kids Program



MAR 21 Thu, 6:00pm - 7:00pm In-Person
Children's Room

Toy & Book Washing

Does the idea of washing toys and books sound like fun? Then this is the job for you! We'll have a big tub of toys and possibly some board books that need some gentle handwashing. That's it! Repeat... [More](#)



MAR 25 Mon, 10:00am - 12:00pm In-Person

DUPLO Help

Help set up, count people, and clean up after our DUPLO programs - picking up pieces and tearing apart DUPLO projects. You will need to have a volunteer registration form on file. You can email... [More](#)

Kids Program



FOR ALL AGES

BOOKMARKS & BUTTONS

MAR 26 Tue, 10:15am - 11:45am In-Person

Bookmarks & Buttons HELPER

Help set up the room, assist families with craft projects, clean up the room.

Teens Kids (Elementary)

INTERN OVERVIEW



ASK YOUR QUESTIONS / KNOW YOUR ANSWERS

WHY?

Create opportunity? Extra help?

WHAT?

Program assistant? Teen volunteer supervisor?
Administrative tasks? Special project?

WHEN?

Summer or school year?

INTERN

Essentials

Start with a Great Interview Process

Be respectful and understanding

Remember often first experience

Use open and inviting questions

Know Your Team

Think outside the box - not just Youth Services!

Make sure other staff know they are part of the team!

Don't Assume

Be clear with expectations

Share more than you think - how do breaks work? how does food in the breakroom work? what about phones?

Be Flexible, But Consistent

Respond to your intern's interests

Schedules are hard! But communication doesn't have to be.

Prioritize tasks with them - have a mix of "today" stuff and ongoing projects.

NOTES FROM EMMALYN





WRAP UP

Notes

BE HONEST

What experience do you want to provide?

What do your teens need?

Create the parameters that support your why and support your community's needs.

SET UP FOR SUCCESS

Take the time to make processes that work for you and your organization.

This should be helpful, not just lots of extra work.



FROM ANA

When I first started volunteering at the library in 7th grade, I was brand new to the US culture, having just immigrated from Romania with my family. It challenged me to consistently show up for something bigger than myself, and it required me to stay accountable: showing up on time, staying organized, leading other teens, brainstorming activities.

Being endorsed and trusted by the adults in the library first with small tasks and then with bigger projects proved to me that my skills and talents could benefit my community, which strengthened my self-confidence. Working with peers on projects also brought deeper friendships into my life also.

Besides peers, Anna became a mentor to me, someone who pushed me while also encouraging and advising me. She has seen me mature from a middle schooler to a young adult. I volunteered throughout high school, and right after I graduated, an on-call library assistant position opened up. I would have not had the opportunity or the qualifications to be a library assistant if it wouldn't have been for all the years of volunteering leading up to it. I am forever grateful for the library's steady care for me and my adulting process :)

Have questions?

JUST ASK!

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