

Teen Volunteer Information

Open to current or incoming 8th graders – 12th graders



How & When to Apply

VOLUNTEER SESSION

June through August (Summer Session)

October through January (Winter Session)

February through May (Spring Session)

APPLICATION WINDOW

April 15 – May 15

August 15 – September 15

December 15 – January 15

What's Involved

Option 1: Library Work (2 hour shifts, repeatable)

- Pull patron holds from the stacks from a list.
- Sort, organize, alphabetize, and shelve returned library materials.
- Remove withdrawn items from the library's collection.
- Execute catalog searches and gather books for displays.
- Help library staff with other miscellaneous tasks like preparing crafts for children's programs, cleaning or organizing children's toys, and other projects.



Option 2: Children's Program Helper (1-2 hours each, repeatable)

You'll assist the children's librarians with their programs such as story times, parties, chess clubs, Lego league, and other events. You'll help supply materials to children, set up and break down activity rooms, interact with children during the activity, and clean up activity spaces.



What's Expected of You

- You'll learn how the library provides materials to our patrons, how children's librarians create and organize their programs, and more!
- A professional approach. We will write recommendation letters for you as well as confirm your service hours. Your work should be worth putting on a resume.
- Represent the library positively to patrons and the community.
- Punctuality and communication. If you sign up for a volunteer shift, you're expected to be there or communicate directly with us.
- Your attention while you're here. No phone calls, texting, friend visits, etc.

Other Reminders

You may sign up for shifts from both Option 1 and Option 2 to match your interest or number of hours needed.

Based on need, there are a limited number of volunteers accepted each session.

All 8th – 12th graders may apply but Oak Brook residents and/or high school students needing service hours and are given priority if space is limited.