



Osceola Public Library

Volunteer Job Descriptions

Collection Inventory Aide:

Under staff direction, these volunteers may help get items in order for shelving, stamp books or pick up materials left on tables. This is a great job for people who like to organize.

Library Program Aide:

This description covers a wide range of program-related activities. The volunteers may prepare craft materials, set up chairs for events, help librarians with story times or even work with staff to conduct programs for our patrons.

Media Technician Aide:

These techie volunteers may lead on how to use a computer, laptop, mobile device, help lead classes on how to use a computer, set up an e-mail account, use an e-reader, download library materials to various devices and so much more. If you have media skills to share, we could use!

Homework Assistant:

Homework Assistants volunteer in library Student Zones, helping kids and teens use the supplies and computers for homework and studying. Talk to the Children's Librarian or Library Director at your local library for more information.

Children/Teen Volunteers:

Some teen and children volunteers are Homework Assistants, some help with programs, some help straighten up the library or create bulletin boards or displays. In addition, teens 11 and up may also serve on the Teen Council. Each location has different needs within the library. With the exception of Teen Council, teens must be 14 years old to volunteer at the library. In addition to their parent or guardian signings the Volunteer Teen Intake Form, teens must also have their parent or guardian sign a Teen Waiver Form. These forms will be made available by the Teen/Children's Librarian at the time of intake. Ask for your Teen/Children's Librarian.