

Poughkeepsie Public Library District
Adriane Memorial Library
Youth Services
(845) 485-3445 x3320

Teen Room Volunteer Guidelines

REQUIRED: Sexual Harassment Prevention Certificate

All library volunteers, **including teens**, must be certified in the NYS Sexual Harassment Prevention Training. This is an on-line training that will take 15-30 minutes to complete. Teens must have this training **BEFORE** they are able to volunteer. To get started, please contact Angela Panzer x3309 or Children's Desk x3320.

Teen Room Volunteers (TRV) are teens (13-18 years old) who will help keep the teen and children's room organized and clean. Volunteers will shelf-read the books and other collections to confirm they are in order. They will clean tables and keyboards, help with book displays and assist with projects for programs.

- The Teen Room Volunteers will sign in at the Teen Room Office, in the TEEN Volunteer binder
- The Teen Volunteers will wear a teen volunteer badge found in the TEEN Volunteer Binder.
- Work assignments will be given by Teen Librarian or other Library staff.
- All Volunteers will not use cell phones, mp3 players, or gaming devices while volunteering.
- If you will be late or you will not be able to make your session, please call the Teen Office: (845) 485-3445 x 3309 or 3358. If you do not reach a live person, please call the Children's Desk at (845) 485-3445 x 3320
- Once tasks have been completed, volunteers need to return to Teen Office to sign out and to return teen volunteer badges back to the binder.
- Please inform Teen Librarian when you will be returning, or email/phone Angela Panzer with your upcoming schedule.