Henrico County Public Libraries
Volunteer Teens

Note: Volunteer Teens is age 14 to 18. (After school and during the summer.) (Signed parental permission is required.) (Must fill out online form and attend mandatory orientation.)

Position Description:
Henrico County Public Libraries has a need for teen volunteers to assist staff with clerical duties and library programs. The volunteers will be responsible for the following duties:

- Shelve books and other materials.
- Perform clerical tasks, such as simple book repair, and assist with library programs.
- Work individually or with another teen, under the direct supervision of library staff.

Skills Required: Reliable, able to follow directions, and to work independently on assigned tasks.

Volunteers Needed: Limited based on individual branch’s needs.

Hours Needed: Library branch will set individual schedules as needed.

How to Apply: Teens must apply for these opportunities through Henrico County Public Libraries. Please visit the Henrico County Public Libraries’ Teen Scene website to apply or to find out more information about teen volunteer opportunities.