



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.