



Teen Volunteer Information

Open to current or incoming high school students.



How & When to Apply

VOLUNTEER SESSION

June through August (Summer Session)

October through January (Winter Session)

February through April (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 shelf 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- Remove withdrawn items from the library's collection.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.



Option 3: Contribute to Teen Reader Reviews

(30 minutes for each 200 word review, maximum six submissions per session)

Write a review of any book that the library owns and submit a written review via e-mail (no PDFs). Reviews should consist of a thoughtful 3-4 paragraphs of a book you have read. These will be reviewed by library staff before approval. Your reviews will be published on the library website with your first name.

What's Expected of You

- 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 are free to mix and match from the 3 options above to reach the number of hours you need. Based on need, there are a limited number of volunteers accepted each session. All high school students may apply but Oak Brook residents are given priority if space is limited.