



Volunteer Teen Programming Assistant

Volunteer Job Description:

Help to plan and facilitate virtual programming based on knowledge to provide a “How to” type program. For example, a sewing or coding program or program series based on volunteer’s knowledge of the topic.

Skills Needed/Experience:

- Detail oriented and able to create program plans and present them to library staff for discussion and approval.
- Knowledge of a skill that the volunteer is able to explain and teach to participants.
- Comfort level with providing a program over Zoom or another online platform.

Responsibilities:

- Work with the library’s representative to plan and facilitate fun, engaging “how to” style program(s) for interested participants.
- Must provide program plans and materials list as well as be able to work on a limited budget.

Time Details:

- At least 1 hour of planning and prep work and 75 minutes for presenting a 1 hour program over Zoom, which includes joining the Zoom program early and staying a few minutes after the program to discuss how the program went with the library’s representative.

Special Requirements:

- All program elements must be pre-approved by the library’s representative three weeks prior to the program.
- Any materials that are being given to participants must be pre-approved and submitted 3 weeks prior to the program.

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