



Teen Advisory Board (TAB) Member

Reports to: Library Director and Youth Services Librarian

Employment Classification: Regular Volunteer

Work Hours: 1-15 hours/month, as needed

Terms: 1-year term

Overview

The Conrad Public Library Teen Advisory Board is a group of teen volunteers that meets regularly with a librarian facilitator to offer input on the Library's teen services, collection, and events. The TAB helps librarians create programs that meet the needs of youth in the community and align with the Library's mission.

Qualifications

- Be a teen between the ages of 13 and 19
- Interest in planning and promoting the Library's teen services, collection, and events
- Commitment to participation in TAB meetings
- Have a Conrad Public Library card

Responsibilities

- Attend TAB meetings
- Represent the interests and needs of local teens during program planning
- Promote and support teen programs, events, and usage of the Library
- Recommend books to supplement the Library's collection
- Volunteer to assist with programs throughout the Library, if needed

This job description is not, nor is it intended to be, a complete statement of all responsibilities, requirements, and conditions that comprise the position. This job description does not constitute an employment agreement and is subject to change as needed by the Conrad Public Library Board of Trustees and the City of Conrad.

Conrad Public Library employees are employees of the City of Conrad and are subject to applicable sections of the City of Conrad Personnel Manual.

Approved by the Conrad Public Library Board of Trustees: November 21, 2024