



Dear Metro League Volunteer,

Once hired as a volunteer at this Library, you become an important member of our team. We believe in your abilities, talents, and willingness to learn, and we feel that we can trust you and rely on you to make significant contributions to the library and library programs.

- As a team member, you will be asked to assist in program preparation and clean up. For instance, you may prepare, set-up, organize, and take down activity and craft stations. *It is vital that you adhere to your volunteer schedule to ensure that programs are ready for customers to enjoy.*
- Also, you may assist during youth programs by actively participating in activities and engaging with customers. For example, you might take part in games, reading, and crafts. It is important that you arrive on time and display enthusiasm and a willingness to help during your entire shift. *Remember, you are a role model for young customers. Kind, courteous, and dutiful volunteers reflect positively on the library.*
- Finally, you might be asked to help library customers sign up for Summer Reading, log progress, and claim incentives for reaching reading goals. Therefore, your presence at the sign-up area and celebration station are essential to library efficiency and customer satisfaction. *Your attendance and attentiveness to customers reflect the library's dedication to the community.*

THANK YOU for volunteering and becoming a member of the Library team! Please remember that **helpful and reliable** volunteers are essential to library efficiency and customer happiness.

Please keep your volunteer schedule in a safe place.