



# SUMMER TEEN VOLUNTEER APPLICATION

## Teens in grades 6-12

*The Youth Services volunteer program exists to provide career preparation and mentoring to teens; to extend services to the community; and to expand services that the library offers.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade in the fall: \_\_\_\_\_

School: \_\_\_\_\_

T-shirt Size (Adult Sizes): \_\_\_\_\_

Have you been a summer volunteer at PSPL in previously years? (circle one)      YES              NO

If yes, for how many summers have you volunteered and during which year(s)? \_\_\_\_\_

### Parent/Guardian Information (Emergency Contact):

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (cell): \_\_\_\_\_ (work): \_\_\_\_\_ (home): \_\_\_\_\_

All applicants will be scheduled for a 15-minute interview with PSPL staff prior to being assigned a timeslot.

Teens accepted into the program **must** attend a volunteer training session. Please circle the training you will attend if selected as a Summer 2018 Volunteer:

**Thursday, May 10 @ 6pm-7:30pm**

**Saturday, May 12 @ 10am-11:30am**

**The Summer Teen Volunteer Program runs from June 4-July 27.**

## AVAILABILITY

Being a teen volunteer requires a commitment of two hours per week during the months of June\* and July. Are you able to commit to this schedule? *(circle one)*      YES      NO

*\*The Summer Teen Volunteer Program runs from June 4-July 27. Individual start dates will depend on when an applicant's school year ends.*

Are there any times or dates when you will be unavailable? List those dates below.

---



---



---

Please mark all the shifts during which you are available for volunteering. *Applicants must select at least three possible timeslots. Each volunteer will be assigned one shift.*

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Morning</b>	9:30am-11:30am	10am-12pm	10am-12pm*	10am-12pm	10:30am-12:30pm	10:30am-12:30pm
<b>Afternoon</b>	1pm-3pm 3pm-5pm	2pm-4pm	2pm-4pm	2pm-4pm 3pm-5pm	2pm-4pm	
<b>Evening</b>	5pm-7pm	4pm-6pm 5pm-7pm	4pm-6pm	4pm-6pm 5pm-7pm		

\*Wednesday morning volunteers will meet PSPL staff at Juniper Hill Park on **June 20, June 27, July 11, and July 18**, to help with outreach programs. They will volunteer at the Library on **June 6, June 13, and July 25**.

Teens who have limited availability during the summer or who need a more flexible schedule can consider applying to be a drop-in volunteer at PSPL. Contact [margie@pspl.org](mailto:margie@pspl.org) or call (502) 352-2665x205 for more information.

## **APPLICANT QUESTIONNAIRE**

*These questions are designed to help us best match volunteers with types of volunteer jobs. Teens should fill out the questionnaire themselves with detailed, honest answers. Negative answers will not keep a teen from being selected as a volunteer.*

Why do you want to volunteer at Paul Sawyer Public Library?

What Library programs or events have you attended recently?

What types of books do you like to read? List a book you have read and enjoyed in the past year.

Please describe past employment or volunteer experiences. If you have no formal experience, describe responsibilities you have at home or school.

Do you have experience working with young children? If yes, please describe.

Do you have arts and crafts experience? Please describe.

Do you have experience working with library collections (shelving books, shelf-reading, etc.)? If yes, please describe.

How familiar are you with the system in which fiction books are shelved in a library? (circle one)

VERY FAMILIAR

SOMEWHAT FAMILIAR

NOT AT ALL FAMILIAR

How familiar are you with the Dewey Decimal System? (circle one)

VERY FAMILIAR

SOMEWHAT FAMILIAR

NOT AT ALL FAMILIAR

What other experiences or skills will you bring to the library as a volunteer? For example, what are your favorite hobbies, classes, and extracurricular activities?

Which of these sounds the most interesting to you (circle one)?

Helping Preschoolers with a craft project

Helping out at a large event or special program

Shelving books and working with library collections

Helping patrons navigate the library and find materials

Prepping crafts, organizing supplies, and working behind the scenes

Is there anything else you would like us to know as we consider your application?

## **VOLUNTEER GUIDELINES**

**The Summer Teen Volunteer Program is designed to give teens (6th-12th grade) an opportunity to work in a library and enhance public service for our community. Volunteers will be trained to complete a variety of important tasks and expected to reflect positive patron service to all people in the Library. All volunteers will work in a supervised atmosphere.**

- Smile, be polite, and have a positive attitude.
- Be motivated and able to stay on task.
- Volunteers must arrive on time for their assigned shift. Volunteers must contact the library at (502) 352-2665x205 as early as possible if they must miss a shift or will be late.
- Volunteers who miss two shifts without calling ahead, are consistently late, or are not able to meet library standards may be asked to participate in a drop-in volunteer program.

Make-up shifts are assigned only on an as-needed basis and cannot be guaranteed.

- Dress Code:
  - Volunteers represent the library and should dress accordingly. Volunteers must wear their Summer Reading t-shirt each time they volunteer. Jeans, khakis, capris, or skirts may be worn. Shorts of an appropriate length may be worn. No flip-flops.
- Cell Phones:
  - Library policy prohibits cell phone use in public areas by both patrons and staff; therefore, teen volunteers may not use their cellphone while working in public areas. Parents/guardians can reach volunteers by calling the Youth Services desk at (502) 352-2665x205. Volunteers may keep their phone in their pocket, but must leave the public area to make or answer calls.
- Volunteers may not babysit or be responsible for younger children, including siblings, during their volunteer shift.
- Volunteers may not bring friends to volunteer with them.
- Teens accepted into the volunteer program must attend one of the mandatory training sessions.

**If you have any questions concerning the summer volunteer application or the Summer Teen Volunteer Program, please email [margie@pspl.org](mailto:margie@pspl.org) or call (502) 352-2665x205.**

## VOLUNTEER AGREEMENT

Full Name: \_\_\_\_\_

I have read and understand the guidelines and duties involved in volunteering at the Paul Sawyer Public Library. If I have a scheduled timeslot, I will notify the library as soon as possible if I will be absent or late for any reason and I will give at least two weeks' notice on all vacations, camps, etc.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand my daughter/son is applying to volunteer at Paul Sawyer Public Library as outlined in the Volunteer Guidelines, and I agree to and support this commitment to the Library.

I understand that my daughter/son must attend volunteer training on **Thursday, May 10 @ 6pm** or **Saturday, May 12 @ 10am** and that failure to do so will result in them being unable to participate in this program.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for your interest in the PSPL Summer Teen Volunteer Program.**

**Volunteer Applications must be turned in either at the Youth Services Information Desk or via email to [margie@pspl.org](mailto:margie@pspl.org) by 6pm on Friday, April 27, 2018.**

**Applicants will be contacted by Friday, May 4, 2018.**

---

### STAFF USE ONLY

Date Received: \_\_\_\_\_

Staff Initials: \_\_\_\_\_