

WESTLAKE PORTER PUBLIC LIBRARY

TEEN VOLUNTEER APPLICATION
Summer 2019

We're looking for energetic and creative teens to help with a variety of tasks and programs around the Library over the busy summer months. Tasks may include shifting books, preparing materials for programs, filling displays, or making crafts. You will also have the opportunity to help out with a variety of both fun and educational children's programs. What you help with, whether it's around the department or in a children's program, is completely up to you. You will sign up for shifts based on your availability and interests.

If you would like to volunteer with us please fill out this form in its entirety and return it to the Westlake Porter Public Library NO LATER THAN Thursday, May 16, 2019. However, please keep in mind that we may not be able to accommodate everyone. Volunteers will be notified of their acceptance via email no later than Friday, May 17 and each volunteer must attend a mandatory orientation on Thursday, May 23 at 4:00 or by private appointment.

Name: Last First

Date:

Address:

Home Phone:

City & Zip:

Cell Phone:

Email:

School:

Grade in Fall: 8 9 10 11 12 (circle one)

Why are you volunteering?*

*Note: we will not accept volunteers who are looking to complete Court Ordered service requirements!

- School Service Hours, College Applications, Other, National Honor Society, Fun!

Table with 2 columns and 3 rows: Briefly describe or list past volunteer or work experience; Are you involved in any clubs or organizations?; What are some of your interests and hobbies?

2019 SUMMER VOLUNTEER GUIDELINES

Please read through the volunteering guidelines below. If you agree to the conditions, please sign at the bottom. Your signature and a parent/guardian's signature are required to volunteer at the Library! The second copy is for your records.

- **MANDATORY ORIENTATION:** There is a mandatory orientation that all volunteers, regardless of past volunteer service with us, are required to attend. However, if you are not available at the scheduled time, you must make alternate arrangements with us BEFORE that day. If you have not done so and miss the meeting you will not be able to volunteer with us this summer.
- **SERVICE PERIOD:** This application commits you to volunteering for the Porter Public Library from May 31 – August 16, 2019. While there is no limit on the amount of service hours that you can complete, we do expect you to be an active volunteer throughout that entire time. **You will be required to work at least 6 hours over the service period.** If you are unwilling or unable to do this and have not made alternate arrangements with one of the supervising librarians, the Library will not sign off on your volunteer hours.
- **SERVICE HOUR SHEETS:** We understand that you are likely volunteering your time in order to fulfill service hour requirements for school, NHS, or another organization and will need a certificate or to have forms signed to verify your hours. We are happy to do so but will NOT be able to sign off on your service hours until your full service has been completed. AFTER August 16, you may come in to get a signature from one of our Youth Services staff members. Certificates will be sent out to all volunteers by the end of August.
- **CALLING OFF & TARDINESS:** If you cannot make your shift, we ask that you please call the Youth Services Department at 440-250-5471 as soon as possible. While we understand that things do come up and you may not be able to make a shift, **excessive tardiness, calling off, and “no shows” are not acceptable!** When you agree to a shift we are depending on you. If something comes up and you can't make it, you need to let us know as soon as possible so that we can make sure we have adequate coverage. Therefore, calling off within **24** hours of a scheduled shift will be noted on your time sheet. If you have 3 or more noted call offs or “no shows” over the summer, **we WILL NOT sign off on your service hours!**
- **CELL PHONES & DEVICES:** Using cell phones or other mobile devices while volunteering is not allowed unless you are given specific permission from a supervising librarian! Please turn off all mobile devices when you arrive!
- Come alone to complete your volunteer time. Babysitting, hanging out with friends, having parents assist in your tasks, etc. while on duty are not allowed.
- Respect everyone - this includes all library staff and patrons.
- If any problems occur with you or another volunteer, action will be taken to maintain a positive work atmosphere. **Please note that the Library reserves the right to dismiss any volunteer for any reason!**
- **CONTACTING YOU:** We may send out texts in order to inform you of volunteer opportunities, openings that we're desperate to fill, or other important information. We will be sending these using a service called Remind which is an opt-in service that we highly recommend. You will be given instructions on how to sign up for this service at the orientation.
- I understand that this document is only an application to become a teen volunteer. All applicants will be notified of their acceptance via email on Friday, May 17.

By signing this document, I certify that I have read, understand, and agree to follow these guidelines.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

SUMMER VOLUNTEER GUIDELINES

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PLEASE KEEP THIS PAGE FOR YOUR RECORDS

IMPORTANT:

**ALL teens that are accepted as volunteers are required to attend an orientation.
THURSDAY, MAY 23, 4:00-4:45PM**

*If you are accepted as a volunteer but know that you will not be able to attend,
please contact the Youth Services Department (contact information below)
in order to make alternate arrangements.*

At the end of the orientation, you will have a chance to sign up for shifts.
Please bring your calendars or come knowing your availability!

ALL volunteers are expected to attend, even if you have volunteered with us in the past!

Who is in charge of teen volunteers and how do I contact them?

Rebecca Shook, Youth Services Manager, will coordinate teen volunteers until the YA Librarian position has been filled.
You will be notified if this contact changes.

Rebecca Shook
rebecca.shook@westlakelibrary.org
440-250-5467

Where do I report an absence?

440-250-5471 (Youth Services Desk) or via Remind
***DO NOT** directly notify Rebecca about canceling shifts.

How do I sign up for Remind notifications?

We use an opt-in service called Remind to communicate with all VolunTEENS during the service period. This Remind service is a great way for you to receive notifications and communicate with library staff if you have any questions, concerns, or comments. You will receive information on how to sign up during orientation.

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