

Warminster Library Teen Volunteer Information Sheet/ Application

Summer 2019

June 24-August 23rd

Jobs for Ages 13-18

Youth Services Librarian Ann Duffy x 1336 duffya@buckslib.org

Volunteer Programs:

- **Summer Reading Kick-Off** (Thursday, June 20th varying times between 5:00-8:30PM)
 - Set up for the kick-off; monitor and help children complete various activities; help serve snacks; give out reading logs; clean up after the program.
 - Applicant must be comfortable working with children ages 4-10.
- **90 Second Newbery** (6/27-8/15; 2-4:30PM: Must be available at least 4 sessions)
 - Setting out supplies; helping children create props and sets; helping to film scenes; Teens interested in film making and with knowledge of iMovie are especially desirable; clean up after the program.
 - Applicant must be interested in working with kids ages 8-12.
- **Running on STEAM** (6/28, 7/12, 7/26, 8/9; 1:00-2:45PM: Must be available for at least 3 sessions)
 - Set out program supplies; assist children with program activity; clean up after the program. Applicants must be interested working with children ages 7-10.
- **Little Garden Growers** (7/10, 7/17, 7/24 ; 12:30-2:15PM: Must be available for all sessions)
 - Set out program supplies and materials; assist children with program activity; clean up after program.
 - Applicants must be interested in working with children ages 4-10.
- **YMCA Outreach** (Mondays June 17- August 19; 9:30AM-11:30AM: Must be available for all sessions)
 - Helps bring in bins of books to the YMCA camp, signs out books to summer camp children, collects books
 - Meets at Willow Dale Elementary School
- **Other Programs** (*See Summer Brochure for Dates and times*)
 - Set up room for program; hand out tickets for admission if necessary; break down the room after the program

Adopt-a-section/ Summer Reading Table

(times are flexible; must be available at least 4 weeks)

Volunteers “adopt” a particular shelf section, visit at least once a week, keep it alphabetical or numerical order, alert staff to any books that might need to be withdrawn or replaced.

Volunteers may be also be asked to clean or wipe down children’s toys or assist with craft prep depending on the needs of the Youth Service Staff. Applicants for this must be detail oriented and methodical. This volunteering opportunity is subject to a Dewey Decimal quiz.

Volunteers will also staff our summer reading table at the time of their shift. They will stamp logs, hand out prizes, and give out raffle tickets. This takes precedence over the shelf reading.

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Volunteering FAQ's

What is expected of me?

- Show up on time
- Show up for all assigned shifts you have committed to
- If you are running late or are unable to make it contact us ASAP
- Not every job requires patron interaction, but nevertheless please be aware that patrons do not know who is a staff member and who is a volunteer. Therefore, it is important to always be cordial and simply explain to patrons that you are a volunteer and will be happy to direct them to a staff member who can answer their question
- For those jobs that do require patron contact please put your electronic devices away even when it is quiet
- Ask questions! If you don't know something, please ask. We are happy to help and it is our job. We would much rather you ask us than give incorrect information to a patron
- If you have finished your assignment but still have time left in your shift, ask if there is anything else that needs to be done

What are the benefits of volunteering?

- Real-world work experience
- Volunteering, especially the kind that involves training and a firm commitment, looks great on a college application
- Familiarity with how the public library is set up. Knowing the Dewey Decimal system can help you locate research materials at school or in other locations
- A pleasant volunteering experience
- Becoming an active community member

Why do you ask for a minimum commitment or availability?

Most volunteering requires training by staff members. Time spent training volunteers is an investment. We realize its value, but it is still time spent that cannot be used towards other projects. We feel that the outcome should be worth the investment of time on both sides.

Will you keep track of my volunteering hours?

Yes! We have a weekly sign in sheet that will be set out in our back room. Volunteers must write in when they arrive and when they leave so we can keep track of their hours of commitment. If you need us to sign a separate letter or form filled out for school or another organization, we are happy to do that upon request.

What if I can't fulfill my volunteering hours?

If there is a conflict, we were not previously aware of (i.e. Illness or emergency), please let us know as soon as possible by email or calling the library. However, if it is something that will prevent you from coming in for several shifts, such as a newly scheduled vacation or camp, we will discuss options together.

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Warminster Township Library
Youth Services Department
Teen Volunteering Application (Summer 2019: June 20th-Aug. 31st)

Youth Services Librarian
 Ann Duffy x 1336
 duffya@buckslib.org

Age (as of June 1st, 2019): _____ Today's Date (STAFF ONLY): _____
Volunteers MUST be at least 13 years old by June 1st, 2019 and no older than 18.

Full Name: _____

Street Address, town, zip: _____

Email: _____ Phone: () _____

Emergency Contact Information

Name of Contact: _____

Relation to Applicant: _____ Phone: () _____

Interests- Please Number all that Apply

Please read through all the job descriptions, including age and time requirements, on the Volunteer Information Sheet. Then indicate below which jobs interest you. You may choose as many as you like, but we will assign you to only one or two at the most, so please indicate your preference by marking "1" as your first choice, "2" as your second choice and so on.

Jobs	Order
Summer Reading Kick-Off [5 spots available] (Thursday, June 20th at 4:30-8:30PM)	<input style="width: 100px; height: 20px;" type="text"/>
90second Newbery [1-2 spots available] (Thursdays 6/28-8/16 from 2-4:30pm; Must be available at least 4 Thursdays) I am available the following Thursdays:	<input style="width: 100px; height: 20px;" type="text"/>
Running on STEAM [2 spots available] (June 28, July 12 and 26 and August 9 from 1-3pm; Must be available at least 2 dates) I am available the following Fridays:	<input style="width: 100px; height: 20px;" type="text"/>
Little Garden Growers [1 spot available] (July 10, 17, and 24 from 12:30-2:15PM; Must be available at least 3 dates) I am available the following Wednesdays:	<input style="width: 100px; height: 20px;" type="text"/>
YMCA Outreach [1-2 spots available] (Mondays weekly from June 17- August 19, 9:30AM- 11:30PM; must be available most dates) I am <u>NOT</u> available the following Mondays:	<input style="width: 100px; height: 20px;" type="text"/>

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Outside Performer/ Other Programs [Generally 1 spot per program available]
 (Times are varied; Dates and times are available in Summer Brochure; Use the space *below* to indicate the program title and dates you'd like to volunteer for. Volunteers should arrive for these programs 30 min before the program time)

“Adopt-a-section” Volunteer & Summer Reading Table [15 spots available]

Day(s) and Time(s) you are available to volunteer between June 20th and August 31st. Please check ALL that apply and using numbers, indicate your preferences.

						Order
Mondays	(open 10-8)	Available Between	_____	and	_____	_____
Tuesdays	(open 10-8)	Available Between	_____	and	_____	_____
Wednesdays	(open 10-8)	Available Between	_____	and	_____	_____
Thursdays	(open 10-5)	Available Between	_____	and	_____	_____
Fridays	(open 12-5)	Available Between	_____	and	_____	_____
Saturdays	(open 10-5)	Available Between	_____	and	_____	_____
Sundays	(open 12-4)	Available Between	_____	and	_____	_____

Below- Please let us know about any individual days or full weeks when you will be away between June 20th and August 31st (vacations, camps, family commitments, etc.)

This signature serves as a pledge that, if selected, I will volunteer when scheduled, and I will contract the library promptly if I am not able to keep my commitment:

_____ (Signature of Volunteer)

This signature serves as a pledge that I will support my child as a volunteer by bringing him/her promptly to the library for all volunteer shifts to which s/he has committed

_____ (Signature of parent/guardian)

PLEASE RETURN THIS APPLICATION TO THE WARMINSTER LIBRARY ON OR BEFORE JUNE 28.

Applications received after the deadline may not be accepted.
Please be advised background checks/clearances may be required for certain volunteering opportunities.

Please keep the VOLUNTEER INFORMATION SHEET for your records.
 Thank you for your interest in the volunteering at the Warminster Township Library!