

Warminster Township Free Library

Teen Volunteering Information Sheet

Volunteering FAQs

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
- For jobs that require attention to detail such as shelf-reading, do not listen to headphones.
- 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 then 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

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prevent you from coming in for several shifts, such as a newly scheduled vacation or camp, we will discuss options together.