

# Teen Volunteer Application Summer 2014

(All information must be completed in full and returned on time for application to be considered.)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail (or parent's if you do not have one) \_\_\_\_\_

Age \_\_\_\_\_ Grade \_\_\_\_\_ School currently attending \_\_\_\_\_

### **Please read the following information:**

- All volunteers must take part in a Volunteer Training and Orientation session prior to volunteering.
- Volunteers will be scheduled for specific shifts and are expected to follow this schedule, to call ahead if they cannot make it for a shift, and to work only the hours scheduled.
- **The library may not have enough positions to hire all volunteer applicants. Returning volunteers will receive first priority followed by those who turn in their applications the soonest. Turning in your application by the deadline is not a guarantee that you will be hired.** Interviews will be scheduled as part of the selection process for new volunteers.
- Volunteers are expected to follow a dress code when on duty; a handout on "Personal Appearance" is given to volunteers prior to their first shift.
- Volunteers are not allowed to have/use electronic gaming devices, music or audio players and cell phones while they are volunteering.
- Summer Teen Volunteer duties will include: completing projects for storytimes and clubs, working the children's prize desk (helping with sign up, giving out prizes, encouraging readers to keep working, etc.), straightening and dusting shelves, cleaning books, alphabetizing book carts, and other tasks as assigned.

I have read the above statements and agree that these are these tasks I can complete and guidelines I am willing to follow?    *Applicant Initial* \_\_\_\_\_

List previous volunteer experience: \_\_\_\_\_

In addition to volunteer experience, list any experiences and skills you have dealing with people, work experience, involvement in school activities, etc. An additional page may be included if needed.

\_\_\_\_\_  
\_\_\_\_\_

Please rank the following tasks in order of favorite (1) to least favorite (8). (All volunteers may be asked to do any/all of the listed tasks, even those you may not enjoy.)

- |                                    |                            |                                   |
|------------------------------------|----------------------------|-----------------------------------|
| _____ Coloring                     | _____ Alphabetizing        | _____ Sorting items (carts)       |
| _____ Cutting                      | _____ Dusting/cleaning     | _____ Dealing with young children |
| _____ Organizing/<br>Straightening | _____ Counting/Math skills |                                   |

Do you plan to be involved in other activities this summer? Please list any days/dates/times you know you cannot volunteer because of these activities. (If you do not know specific dates yet, these can be added later.)

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**Schedule Options:**

- Indicate the times you **can work** on each day. Put an X for any days you would absolutely not be able to work.
- Volunteers will work at least 2-4 hours per week\*. Shifts are usually **two hours** long and may take place: Monday through Thursday: 9 a.m.-8 p.m.; Friday: 9 a.m.-6 p.m.; Saturday: 9 a.m.-6 p.m.; Sunday: 1 pm.-6 p.m.
- **Volunteers will not be regularly scheduled on weekends, but will be required to do at least one weekend shift per month on a Saturday or Sunday.**

*\* The final schedule and number of shifts per person will depend on the number of volunteers in the program, availability of those volunteers, and when staff determines volunteers are most needed.*

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.

What is the maximum number of hours you will be willing/able to work per week? \_\_\_\_\_

Applicant Initial \_\_\_\_\_ Parent/Guardian Initial \_\_\_\_\_

If you are selected as a Teen Volunteer, a Summer Reading t-shirt will be ordered for you. What is your t-shirt size?    S\_\_\_\_\_    M\_\_\_\_\_    L\_\_\_\_\_    XL\_\_\_\_\_    XXL\_\_\_\_\_

**If I am selected as a Teen Volunteer, I will abide by all the rules of Manhattan Public Library and the Teen Volunteer program. I understand that I am offering to volunteer free of charge.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

*Parent/guardian must complete the information on the attached page. Permission from a parent or legal guardian is required for all volunteer applicants under the age of 18.*

# Parent/Guardian Information

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

Address \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-Mail \_\_\_\_\_

## PARENT/GUARDIAN PERMISSION

I, \_\_\_\_\_, give permission for my son/daughter, \_\_\_\_\_, to be a teen volunteer at Manhattan Public Library. I understand that my son/daughter will not receive monetary compensation or be insured by the library. I have read and understand the requirements as outlined in the Teen Volunteer brochure and understand that my son/daughter will receive valuable training and guidance under library staff supervision while providing a helpful community service.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(parent/legal guardian)

I have checked the information on the application form and approve all information provided by my son/daughter.

*Initial* \_\_\_\_\_ *Date* \_\_\_\_\_  
(parent/legal guardian)

## IN CASE OF EMERGENCY, PLEASE CONTACT:

NAMES

RELATIONSHIP

PHONE

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Does your son/daughter have any medical conditions you would like us to know about (ex: asthma, allergies, sugar-free diet, etc.)? Please list any medical or other concerns here.

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**THIS PAGE FOR STAFF USE ONLY**

**APPLICATION RECEIVED**

Date \_\_\_\_\_ Staff Initial \_\_\_\_\_

**INTERVIEW**

Called:

Date \_\_\_\_\_ Time \_\_\_\_\_

Notes: \_\_\_\_\_

Scheduled:

Date \_\_\_\_\_ Time \_\_\_\_\_

Interview completed \_\_\_\_\_

**SCHEDULE**

Day \_\_\_\_\_ Time \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_

Day \_\_\_\_\_ Time \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_

**INFORMATION PACKET SENT**

Date \_\_\_\_\_ Staff Initial \_\_\_\_\_

**T-SHIRT ORDERED**

Size \_\_\_\_\_ Style/Color \_\_\_\_\_

Date \_\_\_\_\_ Staff Initial \_\_\_\_\_

Other Notes: \_\_\_\_\_