

Name: _____ Date/Time: _____

Summer Teen Volunteer Interview

This interview is similar to one you might have for a paid job. I am interested in your answers because we want to know what it would be like to work with you, and whether this is a job that suits you well.

I want to start out by asking you a few questions to help us get more comfortable and for me to get to know you and your personality a little bit.

1. Tell me about your favorite and least favorite class in school.

2. What do you like to do for fun?

3. Tell me about some activities you have been involved in outside of schoolwork.

4. Give me three words you would use to describe yourself:

5. Are you familiar with how books are arranged at the library? Describe for me please.

I would like to talk some about what it is like to be a volunteer here at the library.

6. *Read through volunteer duties.* Do you have any questions about any of the tasks?
 - a. Which of the jobs listed look most interesting/fun to you?

 - b. What parts of the job do you think would be boring or tiresome?

7. *Read through the volunteer responsibilities.* Do you have any questions about any of the responsibilities?

8. Working with kids... there is quite a bit of interaction with kids and parents in this position...
 - a. Do you like to work with children?

 - b. What experience(s) have you had doing so?

 - c. Are you willing/able to try

We want to know a little about your experience with volunteering, and find out how you fell about things we will ask you to do for us.

9. If you have previous experience as a volunteer, tell me a little bit about it: what you did, what you enjoyed, what you did not enjoy.

10. Are there dates/times you will not be able to work that you did not mention on your application?

11. This is the initial weekly schedule – the times highlighted are those you are scheduled to work.

12. We will have a few meetings and training sessions throughout the summer you will be asked to attend. The first will be the Training and Orientation Meeting on **Thursday, May 19, 2011 at 4:30 p.m.** Is there any reason you would not be able to attend this meeting?

Thank you for visiting with me. After all interviews are completed, I will send information to everyone – included will be a daily work schedule, a copy of the Teen Handbook which outlines the basics of being a teen volunteer, forms for you and your parent/guardian to sign, and information about upcoming meetings and training sessions you will be expected to attend.

Do you have any further questions I can answer today?