

Summer 2018 Teen Volunteer Application Somerset County Library System - Bridgewater Library

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Dear Prospective Volunteers and Parents/Guardians:

Welcome to the Bridgewater Library's Summer Volunteer Program! This program has been developed for local teens to be of service to the community through the library, satisfy a volunteer requirement, be a positive example for their peers and for younger patrons, encourage library usage, and instill a love of reading in others.

This packet contains everything you need to know about volunteering over the summer, including available volunteer positions, reference forms, training dates, and scheduling information. The first part of this packet will offer a thorough explanation of our program. It is your responsibility to keep this portion of the application for your records—we will not issue you another copy of these pages. **Please note: As of 2016, teens new to the volunteer program will be required to submit two completed reference forms with the application.** Once their forms are submitted, they will not be required to hand in references for the duration of their time volunteering as a teen. The second part of this packet is the application and two reference forms, which must be filled out and turned in at the Youth Services Reference Desk by **9 PM on Monday, April 30th, no exceptions.** We will only accept applications Monday through Saturday. **We are unable to accept applications on Sundays due to abbreviated services.** Applications from new volunteers will not be accepted without the two completed reference forms attached.

You must be **entering 7th to 12th grade in Fall 2018** to be eligible to volunteer. The Summer Volunteer Program begins on *Monday, June 18th* and ends on *Monday, August 20th*.

Once you make the decision to become a volunteer, you are considered an SCLSNJ team member and you are expected to uphold certain responsibilities. While we allow parents to pick up the volunteer application for their teens, **we ask the volunteers to fill out and hand in the application themselves.**

We also expect the volunteer to be in contact with us with any questions he or she might have, scheduling issues, etc. While we understand a parent might have to reach out to us in emergency situations, it should be the teen volunteer taking the responsibility to communicate with his or her supervisor. Email is the main form of communication that we will use to contact our volunteers. We have over 200 volunteers each summer and email is the easiest way for us to get in touch with everyone at once. In terms of certain jobs, which are offered on a first come, first served basis, it is also the fairest way to get the word out about an opportunity. Because of this, it is important that you provide us with an email address that you check often. We encourage volunteers to give us their own email address. If you share an email with your parent, it is important that you (the volunteer) are given the opportunity to read and respond to any volunteer emails that are sent. **For a full list of responsibilities, please read the Volunteer Agreement on page 8.** We ask that both the teen volunteers and their parents/guardians read all sections of our application, and agree upon committing to the responsibility expected of our library volunteers.

We want every volunteer's experience to be fun, productive, and a great way to spend some time this summer. We also want you to understand how important every volunteer is to the Bridgewater Library during our busiest months. We encourage you to contact us with any questions you may have before signing the Volunteer Agreement and committing your time to us. If you have any questions or concerns, please contact the Youth Services Reference Desk by phone at (908) 458-8415 x 8419.

2018-2019 School Year Teen Volunteer Sessions:

Fall Session: Monday, September 10 – Saturday, January 26

Applications will be available on Monday, July 23 and will be due by 5 PM on Friday, August 24.

Spring Session: Monday, January 28 – Saturday, June 8

Applications will be available on Monday, December 3 and will be due 5 PM on Friday, January 11.



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VOLUNTEER POSITIONS

This section contains important information regarding the volunteer positions we are offering this summer. Information regarding grade/age limitations, training, shifts, and scheduling can be found under each individual job. Please read all the information carefully and choose only those positions that best suit you and your schedule. Note that some positions are only available on a first come, first served basis.

Volunteers are required to attend job-specific training session(s). Summer Reading Challenge Desk Assistants, Program Assistants, and Reading/Math Buddies are required to attend one of the training dates listed under those descriptions even if you have volunteered in the past. **If you want to be a Summer Reading Challenge Desk Assistant and a Program Assistant/Reading and Math Buddies, you will need to attend both trainings.** Reading and Math Buddies/Program Assistant Training is combined and on the same dates/times. Quality Control Assistants, Behind the Scenes Assistants, Teen Advisory Board, and Computer Class Assistants will receive on the job training. Supervisors for these positions will email more information on scheduling in early June.

Position #1: Summer Reading Challenge Desk Assistant

Description: Volunteers in this position are responsible for signing up children, teens, and parents for our Summer Reading Challenge, as well as recording days read throughout the summer and giving out prizes at appropriate milestones. This position requires you to work with both parents, children and teens, so **an outgoing personality is a plus!** Volunteers also should be comfortable using new technologies since our Summer Reading Challenge is online. You will be required to attend a training session (details below) during which you will learn more about our Summer Reading Challenge. Volunteers are responsible for knowing how our challenge operates and should be able to work with minimal guidance from the library staff.

Grade Requirements: Available for volunteers entering grades **8 - 12 ONLY.**

Training: Volunteers for this position must attend a training session **even if you have volunteered as a desk assistant in the past.** Training dates are as follows:

- Monday, May 7, 6:00 PM - 8:00 PM, Meeting Rooms A, B & C
- Wednesday, May 9, 6:00 PM - 8:00 PM, Meeting Rooms A, B & C
- Saturday, May 12, 10:00 AM - 12:00 PM, Meeting Rooms A, B & C

You do not have to register for a training session. Please attend whichever session works best with your schedule. You **MUST** attend the full training session. **If you arrive late or leave early, your training session will not count, no exceptions.**

Shifts: Shifts are available Monday through Thursday, 9:10 AM - 8:50 PM, Friday and Saturday, 9:10 AM - 4:50 PM. Each shift is 2 hours with exception of the first and last shifts of the day, which are 1 hour, 50 minutes, and the carnival desk volunteers, which are 4 hour shifts. There are two positions available per shift with the exception of the carnival desk volunteers. Please keep in mind you are limited to a total of 4 volunteer hours per day.

Scheduling: During your training session, you will draw a lottery date for scheduling your shifts. The lottery dates are as follows:

- Tuesday, May 29
- Wednesday, May 30
- Thursday, May 31

On your lottery date, you can come in anytime during the library's hours of operation to sign up for your initial shifts. The number of initial shifts you can sign up for will be determined after everyone has gone through training. You, the volunteer, must sign up for your shifts yourself--a parent, sibling, friend, etc. cannot sign up for you. **If you miss your lottery date, you can come in the week of June 4 to sign up for your initial shifts. Beginning Monday, June 11, you can sign up for additional shifts.**

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Position #2: Program Assistant

Description: Volunteers in this position are responsible for helping library staff implement Children's and Teen Summer Reading programming. While different programs may have specific requirements, typically volunteers help with setup, program activities (crafts, games, etc.), and cleanup. Volunteers in this position must attend a training session (details below) during which they will learn our library's policies and procedures for programming with children, get a rundown of responsibilities for specific programs, and get the confirmed dates and times for programs.

Grade Requirements: Available for volunteers entering grades 7 - 12.

For K-4, tween and teen programs, you must be entering grades **9-12 ONLY**.

Training: Volunteers for this position must attend a training session **even if you have volunteered as a program assistant in the past**. Program/reading/math buddies share training. Training dates are as follows:

- Wednesday, May 23, 6:00 PM - 8:00 PM, Meeting Rooms A, B & C
- Saturday, May 26, 10:00 AM - 12:00 PM, Meeting Rooms A, B & C

You do not have to sign up for a training session. Please attend whichever session works best with your schedule. You **MUST** attend the full training session. **If you arrive late or leave early, your training session will not count, no exceptions.**

Shifts: This is the **tentative** schedule for our programs this summer (dates and times are subject to change and programs may be added or removed)

- **K-4 Chess Challenge – Wednesday, June 20, 4:30 PM - 6:30 PM**
- **Carnival – Thursday, June 28, 11:00 AM - 5:00 PM; You will also be required to attend at least one of two Carnival Prep Sessions, Tuesday, June 26, 6:00 PM - 8:00 PM or Wednesday, June 27, 6:00 PM - 8:00 PM**
- **Teen Movie & a Sundae – Monday, July 2, 5:30 PM - 8:50 PM. Monday, July 30, 5:30 PM - 8:50 PM**
- **Craftacular– Tuesdays, July 3, July 10, July 17, July 31, August 7, August 14, August 21, 9:30 AM - 1:00 PM**
- **Teen Craft – Monday, July 9, 6:00 PM – 8:45 PM**
- **K-4 Megaphone Madness - Friday, July 20, 1:30 PM - 3:30 PM**
- **K-4 Sound Science – Thursday, July 26, 4:30 PM - 6:15 PM**
- **K-4 Making Music – Thursday, August 2, 4:30 PM - 6:15 PM**
- **Tween Crafts – Wednesday, August 8, 6:30 PM to 8:30 PM**
- **Retro Game Day – Saturday, August 11, 12:00 PM - 4:00 PM**
- **K-4 Movie Night – Monday, August 13, 4:30 PM - 7:30 PM**

Please keep in mind you are limited to a total of 4 volunteer hours per day (with the exception of the Carnival).

Scheduling: During your training session, you will draw a lottery date for scheduling your shifts. The lottery dates are as follows:

- Tuesday, June 5
- Wednesday, June 6
- Thursday, June 7

On your lottery date, you can come in anytime during the library's hours of operation to sign up for your initial shifts. The number of initial shifts you can sign up for will be determined after everyone has gone through training. You, the volunteer, must sign up for your shifts yourself--a parent, sibling, friend, etc. cannot sign up for you. **If you miss your lottery date, you can come in the week of June 11 to sign up for your initial shifts. Beginning Monday, June 18, you can sign up for additional shifts.**

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Position #3: Reading Buddies & Math Buddies

Description: Math Buddies is a program in which teen volunteers partner with children in grades K-2 for shared math fun. The program will include one on one fast facts practice with a child and participating in games and activities that develop math skills in young children. Reading Buddies is a program in which our teen volunteers partner with children in grades K-2 for shared reading time. The program will include one on one reading with a child and participating in games and activities that develop reading skills in young children. The purpose of the Reading Buddies program is to help children read with confidence and nurture their love of reading in a fun, interactive environment. Volunteers should have a positive, outgoing, and encouraging personality.

Grade Requirements: Reading Buddies and Math Buddies positions available for volunteers entering grades **9 - 12 ONLY**. Must have a B average or better in language arts and math to apply for this position.

Training: Volunteers for this position must attend a training session **even if you have volunteered as a program assistant or reading/math buddy in the past**. Program/reading/math buddies share training. Training dates are as follows:

- Wednesday, May 23, 6:00 PM - 8:00 PM, Meeting Rooms A, B & C
- Saturday, May 26, 10:00 AM - 12:00 PM, Meeting Rooms A, B & C

You do not have to register for a training session. Please attend whichever session works best with your schedule. You **MUST** attend the full training session. **If you arrive late or leave early, your training session will not count, no exceptions.**

Shifts: Reading Buddies dates are Mondays, July 2, July 9, July 16, July 23, July 30 from 2:30 PM to 4:30 PM. Math buddies are Mondays, August 6, August 13, August 20 from 2:30 PM to 4:30 PM. Volunteers for these positions are not required to sign up for all sessions--volunteers can choose math, reading, or both depending on interest and program availability. Please keep in mind you are limited to a total of 4 volunteer hours per day.

Scheduling: This job will be scheduled via email on a first-come, first-served basis. The amount of shifts a volunteer is allowed to sign up for is determined by the shifts available and the number of volunteers interested in this position. Remember we ask that volunteers themselves reply to all emails even if they are sharing an email with a parent or guardian.



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Position #4: Quality Control Assistant

Description: Volunteers in this position will help library staff with routine maintenance of youth service department. This job includes cleaning, disinfecting, identifying items that no longer belong on the shelf, and other behind the scenes tasks assigned to you. For the most part, volunteers will be working with library staff only.

Grade Requirements: Available for volunteers entering grades **7 - 8 ONLY**.

Training: Because quality control jobs vary, there is no formal training session. Necessary training will be available at the beginning of each individual opportunity.

Shifts: Quality control jobs are limited. Volunteer shifts will be available Monday through Friday from 10 AM - 11 AM only. One volunteer per shift only. Please keep in mind you are limited to a total of 4 volunteer hours per day.

Scheduling: This job will be scheduled via email on a first-come, first-served basis. The amount of shifts a volunteer is allowed to sign up for is determined by the shifts available and the number of volunteers interested in this position. Remember we ask that volunteers themselves reply to all emails even if they are sharing an email with a parent or guardian.

Position #5: Computer Class Assistant

Description: The volunteers in this position will assist our Adult Services staff in offering adult computer training classes. The volunteers should be mature and patient. The classes range from beginner to intermediate subjects. Topics include how to use databases, introductory and intermediate Internet skills, introductory email skills, introductory Word and Excel skills, downloading digital media, and more. Volunteers will not be teaching the class, but they will be required to walk around and assist adult learners who may need extra help.

Grade Requirements: Available for volunteers entering grades **9 - 12 ONLY**.

Training: Formal training will not be required. Volunteers are expected to have knowledge of the subject of the classes for which they are assistants.

Shifts: You will receive information regarding available shifts from your supervisor in the beginning of June. This is a very limited opportunity. Only two volunteers are needed per computer class. Also, please keep in mind you are limited to a total of 4 volunteer hours per day

Scheduling: You will receive information regarding scheduling from your supervisor in the beginning of June. This job will be scheduled via email on a first-come, first-serve basis. The amount of shifts a volunteer is allowed to sign up for is determined by the shifts available and the number of volunteers signed up. Remember we ask that volunteers themselves reply to all emails even if they are sharing an email with a parent or guardian.

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Position #6: Teen Advisory Board Member

Description: The Teen Advisory Board (or TAB) is a group designed to give teens a voice in the library. The group gives teens the opportunity to offer suggestions for books, movies, video games, and programming. Community service hours are awarded for attending regular monthly meetings. Light refreshments are served.

Grade Requirements: Available for volunteers entering grades 7 - 12.

Training: No training is necessary. You do not have to apply to be a volunteer to attend meetings. However, by filling out this form, you will be added to our TAB email list and will get reminders about our monthly meetings for the duration of the volunteer session. Remember we ask that volunteers themselves reply to all emails even if they are sharing an email with a parent or guardian.

Shifts: Teen Advisory Board volunteering slots are limited. Teen Advisory Board Meetings take place monthly on Tuesday nights. The dates are as following: Tuesday, June 19, 7 PM - 8 PM, Tuesday, July 31, 7 PM - 8 PM, Tuesday, August 28, 7 PM - 8 PM. Please keep in mind you are limited to a total of 4 volunteer hours per day.

Scheduling: Registration for this program is on a first-come, first-served basis. Sign up is available at sclsnj.org under program/events.

Position #7: Behind the Scenes Assistants

Description: In this position you will help with a variety of behind the scenes tasks. This task requires attention to detail and patience.

Grade Requirements: Available for volunteers entering grades 7 - 12.

Training: There is no formal training for this position. Necessary training will be available at the beginning of each individual opportunity.

Shifts: This is the **tentative** schedule for our behind the scenes opportunities this summer (dates and times are subject to change and projects may be added or removed)

- **Craft Preparation**– Tuesdays, June 26, July 3, July 10, July 17, July 31, August 7, August 14, 2:30 PM - 4:30 PM
- **Board Book Sticker Project** – Monday, July 9, 1:00 PM - 3:00 PM
- **Tween Book Sticker Project** – Wednesday, July 11, 2:00 PM - 4:00 PM
- **Teen Book Sticker Project** – Wednesday, August 1, 2:00 PM - 4:00 PM

Scheduling: This job will be scheduled via email on a first-come, first-served basis. The amount of shifts a volunteer is allowed to sign up for is determined by the shifts available and the number of volunteers interested in this position. Remember we ask that volunteers themselves reply to all emails even if they are sharing an email with a parent or guardian.

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Volunteer position descriptions can be found on pages 2-6. Volunteers are required to attend job-specific training session(s). Summer Reading Challenge Desk Assistants, Reading Buddies and Math Buddies, and Program Assistants are required to attend one of the training dates listed under the position descriptions even if you volunteered in the past. Remember, if you want to be a **Summer Reading Challenge Desk Assistant and a Program Assistant/Reading & Math Buddies**, you will need to attend both trainings. Only new shelving volunteers will need to attend training.

Quality Control Assistants, Behind the Scenes Assistant, Teen Advisory Board, and Computer Class Assistants will receive on the job training and more information about scheduling in early June.

Put a check next to the jobs you are interested in:

- Summer Reading Challenge Desk Assistant (Volunteers entering grades **8 - 12 ONLY**)
- Program Assistant (Includes all programs listed in description; Volunteers entering grades **7 - 12**)
- Reading and Math Buddies (Volunteers entering grades **9 - 12 ONLY, B average in Math & Language Arts**)
- Quality Control Assistant (Volunteers entering grades **7 - 8 ONLY**)
- Computer Class Assistant (Volunteers entering grades **9 - 12 ONLY**)
- Teen Advisory Board (Volunteers entering grades **7 - 12 ONLY**)
- Behind the Scenes Assistant (Volunteers entering grades **7 - 12 ONLY**)

Put a check next to the jobs you have done in the past:

- Summer Reading Challenge Desk Assistant (Volunteers entering grades **8 - 12 ONLY**)
- Program Assistant (Includes all programs listed in description; Volunteers entering grades **7 - 12**)
- Reading and Math Buddies (Volunteers entering grades **9 - 12 ONLY, B average in Math & Language Arts**)
- Quality Control Assistant (Volunteers entering grades **7 - 8 ONLY**)
- Computer Class Assistant (Volunteers entering grades **9 - 12 ONLY**)
- Teen Advisory Board (Volunteers entering grades **7 - 12 ONLY**)
- Behind the Scenes Assistant (Volunteers entering grades **7 - 12 ONLY**)

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Teen Volunteers are positive examples for younger patrons and encourage library usage and a love of reading. All teen volunteers must agree to and comply with the terms below in order to participate in the Teen Volunteer Program at the Bridgewater Library. Generally, the first two times these terms are violated, warnings will be issued. The third violation will lead to dismissal from the volunteer program. If a violation is egregious, it may result in automatic dismissal from the program with no warnings.

TEEN VOLUNTEER AGREEMENT

As a Teen Volunteer at the Bridgewater Library, I agree to the following:

1. I will arrive at the library at my assigned time and notify a staff member I am here.
2. I will keep track of my schedule.
3. If I cannot make a scheduled shift, I will call the library and tell a staff member or leave a message. This call should be made one day prior to the absence or as soon as possible.
4. I understand that rescheduling a missed shift may or may not be possible.
5. I will make sure that my ride home arrives before the library closes.
6. I will wear a volunteer nametag while I am working.
7. I will focus on my volunteer assignment and keep socializing to a minimum.
8. I will perform my assigned duties in a pleasant manner, being courteous and respectful to all library users, staff members and other volunteers at all times.
9. I agree to keep confidential any personal information I may encounter regarding library users, staff members and other volunteers
10. I will refer library users to the staff when questions arise that are not directly related to my duties.
11. I will not bring food or drink into the library, with the exception of water bottles with caps.
12. I will keep my cell phone on vibrate and will not make or receive any calls that are not emergencies. If I must take an emergency call, I will tell a staff member.
13. I will not use any electronic devices while volunteering.
14. I will wear appropriate attire to the library. No bare feet, no bathing suits, no exposed mid-riffs, no shorts and skirts that are higher than two inches above the knees, no clothing with offensive or threatening messages, no revealing or distracting attire, etc. A library staff member may cancel my volunteer shift for the day if I fail to follow this guideline.
15. I will maintain a positive attitude and set a good example.
16. At the discretion of the library staff, I may be asked to stop volunteering if I fail to follow these guidelines or if I have repeated call-outs or no-shows.

Additional Guidelines Specific to Bridgewater Library:

1. I will be diligent about checking my email for volunteer information and opportunities. If I share an email address with my parent(s) or guardian(s), I understand that it is my responsibility to read emails relating to volunteering and I will respond when necessary.
2. I will sign up for no more than four (4) hours of volunteer shifts in one day. The only exception to this is if I volunteer for the Carnival.
3. In addition to the system guidelines on dress code, (see system guideline 14), I will not wear open-toed or backless shoes.
4. If unable to arrive on time to a shift, I will call the Youth Services Reference Desk (908-458-8415 x 8419) and notify whoever is working at the desk--someone will always answer this phone during library hours. If possible, I will do this at least one day before my scheduled shift. I understand that it is my responsibility to make these phone calls, and my parent or guardian will not make these calls for me unless it is an emergency. I also understand that I may be dismissed from the summer volunteer program for not showing up for scheduled shifts without notification, showing up late for scheduled shifts without notification, or calling out excessively.
5. Volunteers must work the entire shift they sign up for unless there is an emergency.
6. Volunteers will uphold SCLSNJ Core Values of respect, trust, empathy and perspective among volunteers and staff.
7. To attend the **End of Summer Volunteer Party on Wednesday, August 30, 7:00 PM - 8:00 PM** to receive a certificate documenting my service hours. If I cannot attend this party, I understand that the earliest I can pick up my certificate is Monday, September 11. If I need a letter documenting my service hours, I will email Katie Salerno (ksalerno@sclibnj.org) the details of what I need. Letters need two weeks' notice, certificates are printed on demand.



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PLEASE HAND THIS PAGE IN

Name: _____ Phone: _____

Volunteer position descriptions can be found on pages 2-6. Volunteers are required to attend job-specific training session(s). Summer Reading Challenge Desk Assistants, Reading Buddies and Math Buddies, and Program Assistants are required to attend one of the training dates listed under the position descriptions even if you volunteered in the past. Remember, if you want to be a **Summer Reading Challenge Desk Assistant and a Program Assistant/Reading & Math Buddies**, you will need to attend both trainings. Only new shelving volunteers will need to attend training.

Quality Control Assistants, Behind the Scenes Assistant, Teen Advisory Board, and Computer Class Assistants will receive on the job training and more information about scheduling in early June.

Put a check next to the jobs you are interested in:

- Summer Reading Challenge Desk Assistant (Volunteers entering grades **8 - 12 ONLY**)
- Program Assistant (Includes all programs listed in description; Volunteers entering grades **7 - 12**)
- Reading and Math Buddies (Volunteers entering grades **9 - 12 ONLY, B average in Math & Language Arts**)
- Quality Control Assistant (Volunteers entering grades **7 - 8 ONLY**)
- Computer Class Assistant (Volunteers entering grades **9 - 12 ONLY**)
- Teen Advisory Board (Volunteers entering grades **7 - 12 ONLY**)
- Behind the Scenes Assistant (Volunteers entering grades **7 - 12 ONLY**)

Put a check next to the jobs you have done in the past:

- Summer Reading Challenge Desk Assistant (Volunteers entering grades **8 - 12 ONLY**)
- Program Assistant (Includes all programs listed in description; Volunteers entering grades **7 - 12**)
- Reading and Math Buddies (Volunteers entering grades **9 - 12 ONLY, B average in Math & Language Arts**)
- Quality Control Assistant (Volunteers entering grades **7 - 8 ONLY**)
- Computer Class Assistant (Volunteers entering grades **9 - 12 ONLY**)
- Teen Advisory Board (Volunteers entering grades **7 - 12 ONLY**)
- Behind the Scenes Assistant (Volunteers entering grades **7 - 12 ONLY**)



Date: _____

Somerset County Library System of New Jersey Teen Volunteer Application

Please fill out completely and neatly. If we can't read the application, we may not be able to reach you. When complete, please return to the Youth Services Department.

Name

_____ (First) _____ (Last)

Address

Town _____ **State** _____ **Zip** _____

Home Phone _____

Cell Phone _____

Email Address _____

Best contact time: _____ **Morning** _____ **Afternoon** _____ **Evening** _____ **Anytime**

School: _____

Grade in Fall: _____

Emergency Contact (Name / Phone / Email Address / Relationship to you)

Two Personal References Required

*(Individuals providing a reference should **not** be a relative or anyone under 18 years of age)*

Attached to this application you will find two personal reference forms, please have these completed and returned to your volunteer supervisor by the assigned date. If you are a returning volunteer* and have previously volunteered with SCLSNJ, you are not required to provide these references.

***Please initial here if you have previously volunteered with SCLSNJ** _____

Teen Volunteer Agreement

What you can expect from the Library:

- The Library staff will work with you to try to resolve problems with scheduling or assigned tasks.
- Please tell us if there is a problem.
- The Library staff will assist with any difficulties with Library users, including lines of waiting people.
- The Library staff can provide, upon your request, documentation of community service hours based on your timesheet. Please see the teen librarian for further details.

What's expected of you:

Consider this volunteer opportunity just like a job – you must be on time, courteous and enthusiastic. Try your best to follow the volunteer guidelines and give your best effort to assigned duties. Remember, you are representing your Library.

As a teen volunteer for SCLSNJ, I agree to the following guidelines:

- I will arrive at the Library at my assigned time and notify a staff member I am here.
- I will keep track of my schedule.
- If I cannot make a scheduled shift, I will call the Library and tell a staff member or leave a message. This call should be made one day prior to the absence or as soon as possible.
- I understand that rescheduling a missed shift may or may not be possible.
- I will make sure that my ride home arrives before the Library closes.
- I will wear a volunteer nametag while I am working.
- I will focus on my volunteer assignment and keep socializing to a minimum.
- I will perform my assigned duties in a pleasant manner, being courteous and respectful to all Library users, staff members and other volunteers at all times.
- I agree to keep confidential any personal information I may encounter regarding Library users, staff members and other volunteers.
- I will refer Library users to the staff when questions arise that are not directly related to my duties.
- I will not bring food or drink into the Library, with the exception of water bottles with caps.
- I will keep my cell phone on vibrate and will not make or receive any calls that are not emergencies. If I must take an emergency call, I will tell a staff member.
- I will not use any electronic devices while volunteering.
- I will wear appropriate attire to the Library. No bare feet, no bathing suits, no exposed midriffs, no shorts and skirts that are higher than two inches above the knees, no clothing with offensive or threatening messages, no revealing or distracting attire, etc. A Library staff member may cancel my volunteer shift for the day if I fail to follow this guideline.
- I will maintain a positive attitude and set a good example.
- At the discretion of the Library staff, I may be asked to stop volunteering if I fail to follow these guidelines or if I have repeated call-outs or no-shows.

Thank you for taking the time to fill out this application. We are pleased that you are interested in volunteering with us. When you sign below, you are stating that the information you have provided is true, and that you understand and accept our guidelines for volunteering. Your volunteer supervisor will explain your specific assignments in detail on your first day.

Volunteer's Signature _____

Date _____

Parent or Legal Guardian's Signature _____

Date _____

FOR STAFF USE ONLY (Below)

Date received _____ Staff initials and branch _____ References: 1 _____ 2 _____



Date: _____

**Somerset County Library System of New Jersey
Teen Volunteer Reference Form**

Applicant's Name:

_____ (First) (Last)

Thank you for taking the time to fill out this form for our volunteer applicant.
(References should not be completed by a relative or anyone under 18 years old)

Reference Provider Information:

Name

_____ (First) (Last)

Town _____ **State** _____ **Zip** _____

I have known this teen for (Period of time in days, months, or years): _____

I know this teen through (Name of school, church, neighborhood, etc.): _____

Please circle your response to each statement:

- **The teen is responsible. He/she is able to make commitments and keep them.**
Strongly Agree Agree Don't Know Disagree Strongly Disagree
- **The teen shows tolerance and patience.**
Strongly Agree Agree Don't Know Disagree Strongly Disagree
- **The teen is suitable to work with children.**
Strongly Agree Agree Don't Know Disagree Strongly Disagree
- **The teen exhibits a high maturity level for his/her age.**
Strongly Agree Agree Don't Know Disagree Strongly Disagree

Optional / Additional Comments :

Please place this reference form in a sealed envelope and return it to the volunteer applicant.



Date: _____

**Somerset County Library System of New Jersey
Teen Volunteer Reference Form**

Applicant's Name:

(First)

(Last)

Thank you for taking the time to fill out this form for our volunteer applicant.
(References should not be completed by a relative or anyone under 18 years old)

Reference Provider Information:

Name

(First)

(Last)

Town _____ **State** _____ **Zip** _____

I have known this teen for (Period of time in days, months, or years): _____

I know this teen through (Name of school, church, neighborhood, etc.): _____

Please circle your response to each statement:

- **The teen is responsible. He/she is able to make commitments and keep them.**
 Strongly Agree Agree Don't Know Disagree Strongly Disagree
- **The teen shows tolerance and patience.**
 Strongly Agree Agree Don't Know Disagree Strongly Disagree
- **The teen is suitable to work with children.**
 Strongly Agree Agree Don't Know Disagree Strongly Disagree
- **The teen exhibits a high maturity level for his/her age.**
 Strongly Agree Agree Don't Know Disagree Strongly Disagree

Optional / Additional Comments :

Please place this reference form in a sealed envelope and return it to the volunteer applicant.