

# TEEN VOLUNTEER APPLICATION



Volunteers will receive consideration without discrimination because of race, gender, age, handicap, or national origin.

Submitting an application does not guarantee placement as a library volunteer. Incomplete applications will not be considered. The library reserves the right to evaluate, refuse, and or terminate those volunteers whose performance is not satisfactory. It is not the policy of the library to accept volunteers who need community service hours for probation or other adjudicated purposes. Opportunities are limited. We do give preference to teens that need volunteer work for school, honor societies, scouts, and other similar organizations.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_ \*\*Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Grade (Must be 7<sup>th</sup> Grade and up): \_\_\_\_\_

School Name: \_\_\_\_\_ Preferred Pronouns: \_\_\_\_\_

**\*\*Please provide a personal email address as Coventry Public School emails do not receive outside mail\*\***

If you are seeking required hours, how many hours do you need? \_\_\_\_\_

When do you need those hours completed by? \_\_\_\_\_

Do you drive yourself or do you require a ride to and from the library? \_\_\_\_\_

Why do you want to volunteer at the library? \_\_\_\_\_

\_\_\_\_\_

## Volunteer Opportunities

Please check which opportunities you would be interested in:

- Shelving/Shelf-Reading/Weeding
- Book Reviews/Book Lists for Tween and Teen Books
- Setting up craft/story-time kits
- Cleaning/Organizing materials
- Odd Jobs/Other

Have you volunteered at the Coventry Public Library before?  Yes  No

How did you hear about volunteering at the library? \_\_\_\_\_

Please indicate what days and times you would be able to volunteer:

Monday Times: \_\_\_\_\_

Tuesday Times: \_\_\_\_\_

Wednesday Times: \_\_\_\_\_

Thursday Times: \_\_\_\_\_

Friday Times: \_\_\_\_\_

If you have any physical handicaps (i.e. visual, hearing, etc.) that we can accommodate during your time as a volunteer, please feel free to share here:

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

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**Emergency Contact Information**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

I certify that I have answered and will answer all questions to the best of my ability and that I have not and will not withhold any information that would unfavorably affect my application for a volunteer position. I understand that information contained on my application will be verified by the Coventry Public Library and that misrepresentation or omissions may be cause for my immediate rejection as an applicant or termination as a volunteer.

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

\*\*\* PLEASE DROP FORM OFF AT THE LIBRARY TO THE TEEN LIBRARIAN KYLIE OR EMAIL THE COMPLETED FORM TO: [kwoodmansee@coventrylibrary.org](mailto:kwoodmansee@coventrylibrary.org) \*\*\*

# TEEN VOLUNTEER GUIDELINES & F.A.Q.



## How do I schedule when I'm volunteering?

**School Year Volunteering:** Teens who wish to volunteer must fill out an application and either email it to Kylie, the Teen Librarian, at [kwoodmansee@coventrylibrary.org](mailto:kwoodmansee@coventrylibrary.org) OR drop it off to Kylie at the library. Applications are available at the library or online under the Teen Homepage. **To volunteer, teens must be in 7<sup>th</sup> grade through 12<sup>th</sup> grade.** Once you have handed in your application, Kylie, the Teen Librarian will contact you with a potential schedule for you to complete your hours for school based on the availability you gave on the application. If you aren't volunteering for school, you will be assigned at least one day a week to come in and volunteer. **Please note: we prefer our teen volunteers to contact us themselves.**

**Summer Volunteering:** Our summer teen volunteers help with the Summer Reading Program. Because the schedule is much more intense, we require summer volunteers to submit a special application that details the dates and event of the various summer volunteer opportunities. We then ask that you attend a Teen Volunteer Meeting prior to the beginning of our summer reading program so that we can distribute schedules. T-shirts will be made at the Teen Volunteering Meeting that they are to wear when volunteering in the summer.

**Last minute requests:** We cannot always accommodate late requests for volunteering, so it is best to plan ahead for your service hours. March is typically when hours are due for honor societies, so if you do wait until the last minute, please be advised we may not be able to accommodate the hours you need.

## How can I track the time I've spent volunteering?

When you arrive for your shift, please report to the Teen Librarian in the Young Adult Department. Your hours will be tracked by the Teen Librarian for when you arrive and leave for each shift. When you have completed your hours, you will get your time log and signed form as confirmation. If you have questions about your hours, please ask the Teen Librarian.

## What if I can't come in?

Please call the Young Adult Department at 401-615-9354 or email Kylie the Teen Librarian at [kwoodmansee@coventrylibrary.org](mailto:kwoodmansee@coventrylibrary.org). **It is important that you let us know ASAP if you are unable to make your hours!** We understand you may have important reasons to miss a day. However, if you continually cancel or skip out, we may need to reconsider your role as a volunteer at the library.

## More questions?

Email Kylie, the Teen Librarian at: [kwoodmansee@coventrylibrary.org](mailto:kwoodmansee@coventrylibrary.org) or call at 401-615-9354

**If accepted as a volunteer, you are now considered a library representative. As a representative of the Coventry Public Library, the expectations that we ask you to uphold are as follows:**

- You will maintain a courteous and positive demeanor while volunteering.
- You will report for your scheduled volunteer duties on time as defined by your schedule. If unable to volunteer, you will contact the library by phone **(401-615-9354)** or email **(kwoodmansee@coventrylibrary.org)** ASAP so that your shift may be filled.
- You will wear an outfit that must be appropriate for volunteering at the library. If you are volunteering in the summer, you will wear your summer teen volunteer shirt, or other appropriate attire. Footwear must cover the entire foot to prevent injuries.
- You will keep your cell phone on vibrate. You can listen to music while doing tasks, except during Summer volunteering.
- You will assist library staff with assigned projects during your volunteer shifts. If you have finished your assigned tasks, you can keep yourself occupied with quiet activities (i.e. reading, working on schoolwork, drawing, etc) until your time is over.
- You will be courteous and respectful to library patrons, staff and other volunteers at all times.
- You will not bring friends or relatives with you when volunteering.
- You will not enter into library staff work areas or staff room unless invited to do so by a staff member.
- You understand the library reserves the right to evaluate, refuse, and/or terminate volunteers whose performance is not satisfactory (i.e. showing up late, being rude, not doing what is assigned, etc.).
- Any questions, problems, or concerns should be brought to Kylie, the Head of Young Adult Services, or Ms. Cara, the Head of Youth Services.

**Please sign to confirm you have read and agree to these expectations:**

**Your Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Thank you for your consideration towards becoming a volunteer at the Coventry Public Library! We couldn't have such an awesome library without the assistance of great volunteers; thank you for all you do!**