



COVENTRY
PUBLIC LIBRARY

TEEN SUMMER VOLUNTEER APPLICATION

Please have your Application & Availability returned to the library no later than **JUNE 14th, 2024!** The mandatory Teen Summer Volunteer Meeting will be on **MONDAY June 24th, 10AM – 11AM.**

Last Name: _____ First: _____ Middle Initial: _____

Street address: _____ City, State, Zip: _____

Phone Number: _____ E-mail address: _____

Preferred Contact Method (phone or email): _____ Date of Birth: _____ Age: _____

Grade (MUST BE 7TH GRADE AND UP): _____ School Name: _____

EMERGENCY CONTACTS

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

I, _____, hereby agree that I will read and follow the Coventry Public Library's volunteer expectations explained via the Guidelines & F.A.Q. provided, as well as what is explained to me at the Teen Volunteer Meeting on **Monday June 24th, 10:00am to 11:00am** prior to the beginning of the Summer Reading Program.

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 *****

SUMMER READING VOLUNTEER CONTRACT



Thank you for your interest in volunteering at Coventry Public Library this summer. Please read the following contract and sign, along with a parent or guardian, at the bottom.

- I will report for my scheduled volunteer hours on time as defined by my schedule given at the volunteer meetup on **Monday June 24th, 10am-11am**. If I am unable to volunteer, I will contact the library by phone (401-615-9354) or email (kwoodmansee@coventrylibrary.org).
- At the beginning and end of my volunteering for the day, I will check in with the Teen Librarian to log the hours I completed that day.
- I will wear my volunteer t-shirt given to me at the volunteer meeting or other appropriate attire. No bathing suits or flip-flops. Dress should be appropriate for a representative of the library.
- I will keep my cell phone on vibrate and will not use it during my volunteering time, unless there is an emergency or I need to arrange for a ride.
- I will assist library staff with assigned projects during my volunteer shifts. During slow periods of time, I will keep myself occupied with quiet activities (i.e. read, schoolwork, draw, help set up crafts, etc.).
- I will perform my volunteer duties as assigned in a pleasant manner. If I have questions, I will ask a library staff member.
- I will be courteous and respectful to library patrons, staff, and other volunteers at all times.
- I will not bring friends or relatives with me when I am volunteering.
- I will not enter into library staff work areas or staff room unless invited to do so by a staff member.
- Any questions, problems, or concerns should be brought to Kylie, the Teen Librarian, or Ms. Cara, the Head of Youth Services.
- I understand the library reserves the right to evaluate, refuse, and/or terminate volunteers whose performance is not satisfactory (i.e. not showing up, being late, rudeness, etc.).

Volunteer Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

SRP 2024 Volunteer Availability Sheet

NAME:

Please check the positions that you are interested in volunteering for this summer. A Volunteer Schedule will be provided at the **mandatory meeting on JUNE 24th, 10AM -11AM**. (You may not be scheduled for all the positions you select on this application and may not receive all the hours you request).

Kickoff Children's Program (3 volunteers):

Magic Show: Thursday, June 27th 9:30am-11:30am _____ (2hr shift)

Story Times (1 volunteer per shift):

Library Babies - Mondays: July 8th, 15th, 22nd, 29th, and August 5th

Dates Wanted: _____ 9:45am – 10:45am (1hr shifts)

Tales for Twos – Thursdays: July 11th, 18th, 25th, August 1st, and 8th

Dates Wanted: _____ 9:45am – 10:45am (1hr shifts)

Preschool Story Time – Fridays: July 12th, 19th, 26th, August 2nd, and 9th

Dates Wanted: _____ 9:45am – 10:45am (1hr shifts)

Library Help (1 volunteer per shift):

Mondays: July 1st, 8th, 15th, 22nd, and 29th

Wednesdays: July 3rd, 10th, 17th, 24th, and 31st

Fridays: July 5th, 12th, 19th, 26th, and August 2nd

Dates Wanted: _____

10am – 11am _____ 12pm – 1pm _____ 2pm – 3pm _____ (1hr shifts)

Charlie Cart with Ms. Chloe (2 volunteers)

Friday, June 28th 10:30am – 12:30pm _____ (2hr shift)

Crafts with Ms. Chloe (2 volunteers)

Thursday, July 18th 1:30pm – 3:30pm _____ (2hr shift)

Thursday, August 1st 1:30pm – 3:30pm _____ (2hr shift)

Children's Programs (3 volunteers each event)

Cool Banana Wig: July 17th 3:30pm – 5:30pm _____ (2hr shift) ***possibly outdoors***

BuildWave: July 23rd 9:30am – 12:30pm _____ (3hr shift)

ZooMobile: August 2nd 1:00pm – 3:00pm _____ (2hr shift) ***1 volunteer***

Creating Habitats: August 5th 9:30am – 12pm _____ (2.5hr shift)

End of Summer Reading (2 volunteers per shift):

Dates: August 5th, 6th, 7th, 8th, and 9th

Dates Wanted: _____

12pm-1pm _____ 1pm-2pm _____ 2pm-3pm _____ (1hr shifts)

Event Descriptions:

Kickoff/Children's Programs:

Help set up and break down events (setting up tables, carrying things from library to programming room, etc.). Participate in program if needed. Help answer questions and give directions if necessary.

Story Times:

Help set up for story time with each age group. Sing along and participate in story time. Help pass out materials and crafts if necessary. Learn about process of story time.

Library Help:

Setting up craft kits for various events, needs, and departments. Cleaning and dusting shelves, toys, story time materials, etc. Shelf reading (scanning the shelves for misplaced books and books out of order while straightening the shelves as well – takes up more time than you think!) Organizing (DVDs, CDs, video games, etc.). Cutting out materials for craft kits. Assists with Adult, Teen, and YS departments with various needs.

Charlie Cart:

Help set up and prep for cooking event (tables, chairs, materials, etc.). Follow directions of person in charge. Assist children with food prep when needed. Help pass out materials and items needed for event. Help clean up and wipe down materials used during cooking.

Crafts with Chloe:

Help set up for crafting event (tables, chairs, materials, etc.). Help children with craft if needed and answer questions. Help clean up after event.

End of Summer Reading:

Assist children with stuffing their summer reading prize animal. Show them binder with animals to choose from and marking when ones are taken. Help get stuffing into the animal and helping them fill out a certificate for their animal. Get more filling for table when necessary.