



TEEN VOLUNTEER F.A.Q. & GUIDELINES

How do I volunteer? What will my schedule be like?

School Year Volunteering: Teens who wish to volunteer must fill out an application and either email it to Kylie, the Teen Librarian, at kstaigers@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 7th grade through 12th grade.** Once you have handed in your application, Kylie, the Teen Librarian, will email you with a potential schedule for you to complete your hours for school based on the availability given on the application. 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 different 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 and go over expectations of volunteering.

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 any or all of the hours you need.

Court Ordered Volunteer Service: At this time, we are not accepting court ordered volunteers. Please visit unitedwayri.org for volunteer opportunities.

How does my volunteer time get tracked?

When you arrive for your shift, please report to the Teen Librarian in the Young Adult Department or the librarian in charge of your volunteering shift. 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. Questions about your hours should be directed to the Teen Librarian.

What if I can't come in for my volunteer shift?

Please call the Young Adult Department at 401-615-9354 or email Kylie the Teen Librarian at kstaigers@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: kstaigers@coventrylibrary.org or call at 401-615-9354