

# 2015 Summer Volunteer Application

The volunteer program is open to teens who will be **entering Grades 8-12** in Fall 2015 only. The volunteer program will start on Mon. June 22 and end on Fri. August 21. Volunteers will only be scheduled Mon-Thurs from 10-8:30 and Fri-Sat from 10-4:30. Return this form to the Children's Desk by 5 p.m. on **Sat. May 9**. Please fill out ALL sections of the form including e-mail address, as this will be the main form of communication for volunteers. Write legibly. (If we can't read the application, we might not be able to reach you!) You will be contacted by telephone for a follow-up interview.

Please refer any additional questions concerning the Teen Volunteer Program to Diane Valentine:  
E-mail (hil.teens.scls@gmail.com) Phone (908) 369-2200 ext. 32

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

**Entering Grade:** \_\_\_\_\_  
(in Fall 2015)

**School:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_  
(use a personal e-mail NOT school e-mail)

**Emergency Contact:** \_\_\_\_\_  
(Name/Phone #/Relationship)

**Desired Position:** 1st choice: \_\_\_\_\_  
(you may choose 2 from the list below) 2nd choice: \_\_\_\_\_

**Special Skills:** \_\_\_\_\_  
(related to position)

**Availability:** \_\_\_\_\_  
(preferred days/times)

**NOT available:** \_\_\_\_\_  
(vacation dates)

## Description of available positions:

- **Adopt-a-Shelf:** Organize an assigned portion of the library collection. Includes arranging materials by alphabetical or Dewey Decimal order, and maintaining the cleanliness and appearance of the collection. (1 hr shift)
- **Filing Assistant:** Responsible for recording time for children/teen summer reading club. Requires attention to detail and great people skills. Must be good at math and comfortable using tablets for our online summer reading club. (2 hr shift)
- **Program Assistant:** Support the Children's Dept. during our summer programs. Can include preparation, set-up, breakdown, or program involvement. Must interact well with children and be able to follow directions. (Hours vary - approx. 1-2 hr shift)
- **Reading Buddy:** Act as a listener for young readers entering Grades 1-4. Must interact well with children. Children may read to you or you may read to them. The Reading Buddy program is in July/August: only Mon-Thurs from 10-12 and 4-6. (2 hr shift)
- **Teen Book Reviewer:** In your own words, provide detailed, interesting, and well-written book reviews for the teen blog. Plagiarism will not be accepted. Position does not require travelling to the library. All reviews will be sent via e-mail (guidelines will be provided.) Each book review counts as 20 min. of community service. Volunteers can submit a maximum of 3 reviews (1 hr) per week. You may choose to be just a book reviewer or to combine this position with one of the above for additional hours.

The amount of hours you are scheduled will depend on your availability, the position you are assigned, the total number of accepted volunteers, and the needs of the library. Hours earned will vary. Applicants will be contacted *after* the May 9th deadline.

**ALL APPLICATIONS ARE DUE TO THE CHILDREN'S  
DESK BY 5 PM ON SATURDAY, MAY 9**



**HILLSBOROUGH PUBLIC LIBRARY**  
379 South Branch Road  
Hillsborough, New Jersey 08844  
(908) 369-2200  
www.somerset.lib.nj.us

## 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 the Somerset County Library System, I agree to the following guidelines:**

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 three no-shows.

**A Big Thank You!** ...for taking the time to fill out this application.

We are pleased that you are interested in volunteering with us. On your first day, your volunteer supervisor will explain your specific assignments in detail. 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.

Volunteer's Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent or Legal Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_