



# Fall/Spring Youth Volunteer Application p.1

Volunteer Services | P.O. Box 2287, Austin, TX 78768-2287 | (512) 974-7443/Relay Texas 711 | APL.Volunteers@austintexas.gov

## Personal Information

Do you require a reasonable accommodation in order to participate in our volunteer program?

- No
- Yes--**Complete an Accommodation Request Form**

Are you wishing to fulfill an educational or community service requirement with your volunteer assignment?

- No
- Yes--**Complete a Community Service Request Form**

Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
\*must be between 13-17 years old\*

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

T-shirt size (adult sizes only)    Small    Medium    Large    X-Large    XX-Large

Parent/Guardian Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

What school do you attend? \_\_\_\_\_ Current Grade \_\_\_\_\_

Do you have any commitments during the week we should know about?    Yes    No

School Activities (day and time of week):

Other (day and time of week):

## Volunteer Preferences

The Youth Volunteer Program traditionally places volunteers Monday through Friday between 4pm-6pm for one or two hours per week. There are few opportunities available in the fall and spring on weekends or after 6pm. Youth are expected to volunteer once per week with no more than 2 absences during the 10 week session.

Check <b>ALL</b> days and times you are available to volunteer WHEN SCHOOL IS IN SESSION.							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10AM-12PM							
12-2PM							
2-4PM							
4-6PM							
6-8PM							

Please list your preferred library locations in order of preference for a volunteer assignment. Refer to our website at [library.austintexas.gov/locations](http://library.austintexas.gov/locations) for detailed branch information and maps. Locations available for this program vary each session.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Please check all the volunteer assignments that interest you. Assignments are not available at all times or at all locations. Marking an interest does not guarantee this will be part of your duties.**

- |   |   |
|---|---|
| <input type="checkbox"/> Teen Advisory Group  | <input type="checkbox"/> Re-shelve books and materials          |
| <input type="checkbox"/> Work with youth  | <input type="checkbox"/> Develop and help lead programs         |
| <input type="checkbox"/> Work with teens  | <input type="checkbox"/> Create and lead craft programs         |
| <input type="checkbox"/> Work with adults   | <input type="checkbox"/> Help with Chess Club                   |
| <input type="checkbox"/> Help with gaming programs  | <input type="checkbox"/> Help customers with computer questions |
| <input type="checkbox"/> Help update the website at the Central Library                         | <input type="checkbox"/> Create displays, flyers, or worksheets |
| <input type="checkbox"/> Sort books and materials at Recycled Reads                             | <input type="checkbox"/> Write book reviews and articles        |
| <input type="checkbox"/> Create recycled crafts at Recycled Reads                               | <input type="checkbox"/> Perform in a theatre troupe            |
| <input type="checkbox"/> Organize and file archives at the Austin History Center                | <input type="checkbox"/> Organize, research, and file           |
| <input type="checkbox"/> Create your own assignment. Please describe what you would like to do. |   |

## Volunteer Experiences

Have you volunteered previously with other organizations? Yes No  
If yes, please list where you have volunteered, your title, and your duties.

Have you ever volunteered or worked in a library before? Yes No  
If yes, please list where you have volunteered, your title, and your duties.

## Volunteer Interests and Skills

What do you hope to gain from your volunteer experience?

What is your favorite thing about the Austin Public Library? What is your least favorite thing?

Have you participated in Austin Public Library programs? Yes No  
If yes, please list which programs you have participated in the last two years.

Are you involved in any extra-curricular activities? Yes No  
If yes, please list your activities.

Please describe any interests, skills, activities, or hobbies you have that may help us match you with the best volunteer assignment. (For example: speak or read a foreign language, gaming, chess, theatre, organizational skills, computers, photography, etc.)

**Please check all skills you have experience with:**

- |   |   |                                    |
|---|---|------------------------------------|
| <input type="checkbox"/> Arts and crafts/sewing   | <input type="checkbox"/> Teaching/leading/working with groups of adults |                                    |
| <input type="checkbox"/> Program/event planning and staging                               | <input type="checkbox"/> Teaching/leading/working with groups of teens  |                                    |
| <input type="checkbox"/> Gaming   | <input type="checkbox"/> Teaching/leading/working with groups of youth  |                                    |
| <input type="checkbox"/> Writing/editing articles   | <input type="checkbox"/> Knowledge/work with historical materials       |                                    |
| <input type="checkbox"/> Organizing   | <input type="checkbox"/> Photography                                    |                                    |
| <input type="checkbox"/> Theatre/performing/public speaking                               | <input type="checkbox"/> Videography/editing                            |                                    |
| <input type="checkbox"/> Art/Graphic Design   | <input type="checkbox"/> Online research databases/Library Catalog      |                                    |
| <input type="checkbox"/> Internet   | <input type="checkbox"/> Website Design/HTML/CSS/Drupal                 |                                    |
| <input type="checkbox"/> Computers  | <input type="checkbox"/> Microsoft Office 2010 or later:                |                                    |
| <input type="checkbox"/> PCs  | <input type="checkbox"/> Word   | <input type="checkbox"/> Publisher |
| <input type="checkbox"/> Macs   | <input type="checkbox"/> Excel  | <input type="checkbox"/> Access    |
| <input type="checkbox"/> Portable Devices (tablets, e-readers, etc.)                      |   |                                    |
| <input type="checkbox"/> List any foreign language(s) (including sign language) that you: |   |                                    |
| Speak fluently?   | Read fluently?  | Write fluently?                    |

## Teen Advisory Group

The Teen Advisory Group meets for at least one hour once or twice per month to help the Austin Public Library meet the needs and interests of our teen customers.

Are you interested in joining a Teen Advisory Group?  Yes  No  
**If yes, please answer the following questions. If no, please go to next page.**

Why do you want to be a member of the Teen Advisory Group?

What traits and/or skills would make you a good Teen Advisory Group member?

What do you like most about the library's services for teens?

What are some changes or additions to the library's services you would like to see?

## References and Background

Please list contact information for two people who are not related to you but know about your skills and abilities.

Reference #1 \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Reference #2 \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Have you ever been convicted of a crime that has not been expunged or pardoned, other than a minor traffic violation (including as a minor)?  No  Yes

*Note: A conviction will not necessarily preclude your volunteering with the Austin Public Library. Most volunteer positions will require a criminal background investigation. The library may not accept volunteers with the following offenses such as: felonies, violent crime (felony or misdemeanor), crimes against children, or theft (felony or misdemeanor). The Volunteer Coordinator will review all other offenses.*

## Consent

I certify that the answers contained in this application are true and complete to the best of my knowledge. I understand any false statement or omissions may result in my immediate release. My volunteer service is conditional upon completion of the application process and criminal background investigation. I understand that submission of an application does not guarantee a placement. If a placement is found, I understand I will not be entitled to compensation for any service I provide.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

## Parent/Guardian Consent (Required for those 13-17 years old)

By signing below I represent that I am a parent or legal guardian of the above applicant and give permission for my child to volunteer at the Austin Public Library for a maximum of 10 hours per week.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Relationship \_\_\_\_\_

