

TEEN VOLUNTEER GUIDELINES & F.A.Q.



Coventry Public Library

Educate, Entertain, Enrich

Dress Code

Your outfit must be neat, clean, and modest. If you are volunteering in the summer, you will wear a t-shirt with your summer reading t-shirt transfer on it, or other appropriate attire (i.e. no bathing suits; no clothing with offensive or threatening messages.). Footwear must cover the foot: No flip-flop beach style footwear made of plastic or rubber; sandals must have a strap around the ankle.

How do I schedule when I'm volunteering?

Fall, Winter, and Spring (September-May): At least once a month you will receive an email, text message, or phone call depending on your preference, with upcoming volunteer needs at the library. If you are available for one of the times, contact us either by email or phone to see if you can take that volunteer job. If the job hasn't been filled, you will be scheduled. **Please note: we require our teen volunteers to contact us themselves for their volunteer schedule.**

Summer: 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 and t-shirt transfers for you to wear during the time that you will be volunteering.

Last minute requests: We cannot always accommodate late requests for volunteering, so it is best to plan ahead for your service hours instead of waiting until the last minute. It's much easier to schedule people for a few hours a month over the year than fifteen hours in two weeks.

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

When you arrive for your shift, please report to the Youth Services Department to speak with a librarian about the volunteer work you have been assigned. If volunteering in the summer, you will be given access to a binder where you can fill out a volunteer log that will document the time you have spent volunteering during the summer.

What if I can't come in?

Please call the Youth Services Department @ 401-822-9102, and if possible, email Kylie the Teen Librarian at 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 on us, we may need to reconsider your role as a volunteer at the library.

More questions?

Email Kylie, the Teen Librarian at: kwoodmansee@coventrylibrary.org

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 (**401-822-9102 for the library in general; 401-822-9102 for the Youth Services Department**) in advance, or ASAP, so that your shift may be filled.
- If you are volunteering in the summer, you will document the time that you have volunteered by signing in and signing out of the designated Volunteer Logbook. All other times, the librarian will give you a signed form indicating the number of hours you have done.
- You will wear an outfit that must be neat, clean, and modest. If you are volunteering in the summer, you will wear a t-shirt with your summer reading t-shirt transfer on it, or other appropriate attire (i.e. no bathing suits; no clothing with offensive or threatening messages.). Footwear must cover the foot: No flip-flop beach style footwear made of plastic or rubber; sandals must have a strap around the ankle.
- You will keep your cell phone on vibrate and will not make or receive any calls that are not emergencies. (Arranging for rides is permitted.)
- You will not use electronic equipment while on duty for gaming, listening to music, messaging—unless given permission by the supervising staff member.
- You will assist library staff with assigned projects during your volunteer shifts. During slow periods of time, you will keep yourself occupied with quiet activities (i.e. reading, working on schoolwork, drawing, etc).
- You will be courteous and respectful to library patrons, staff and other volunteers at all times. You will speak quietly and use appropriate language at the library.
- You will not bring friends or relatives with you when volunteering.
- You will not enter into library Staff work areas or Staff Designated Rooms 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.
- You will ask a librarian/staff member if you have any questions regarding the expectations of your volunteer work.

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 that you do!