

# TEEN VOLUNTEER APPLICATION



Volunteers will receive consideration without discrimination because of race, gender, age, handicap, or national origin.

Submitting an application does not guarantee placement as a library volunteer. Incomplete applications will not be considered. The library reserves the right to evaluate, refuse, and or terminate those volunteers whose performance is not satisfactory. References and Background Criminal Checks at the expense of the volunteer may be required. It is not the policy of the library to accept volunteers who need community service hours for probation or other adjudicated purposes.

Opportunities are limited. We do give preference to teens that need volunteer work for school, honor societies, scouts, and other similar organizations.

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **Middle Initial:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **City/State/ZIP:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Grade (Must be 7<sup>th</sup> Grade and up):** \_\_\_\_\_

**School Name:** \_\_\_\_\_ **Preferred Pronouns:** \_\_\_\_\_

---

**How many volunteer hours are you seeking?** \_\_\_\_\_

**When do you need the hours completed by?** \_\_\_\_\_

**Why do you want to volunteer at the library?** \_\_\_\_\_  
\_\_\_\_\_

**Check all the volunteering opportunities you would be interested in:**

- Assisting with Story Time
- Assisting with Programs for the Youth Services Department
- Assisting with Programs for the Young Adult Department
- Creating Booklists/Reviews for the Young Adult Department
- Teen Advisory Group (once a month meeting for Teens to discuss ideas on improving the library)
- Cleaning toys/Children's Area
- Odd Jobs/Other

Have you volunteered at the Coventry Public Library before?  Yes  No

How did you hear about volunteering? \_\_\_\_\_  
\_\_\_\_\_

Please indicate what days and times you would be able to volunteer:

Monday Times: \_\_\_\_\_

Tuesday Times: \_\_\_\_\_

Wednesday Times: \_\_\_\_\_

Thursday Times: \_\_\_\_\_

Friday Times: \_\_\_\_\_

Saturday Times: \_\_\_\_\_

If you have any physical handicaps (i.e. visual, hearing, etc.) that we can accommodate during your time as a volunteer, please feel free to share here:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

### Emergency Contact Information

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

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

I certify that I have answered and will answer all questions to the best of my ability and that I have not and will not withhold any information that would unfavorably affect my application for a volunteer position. I understand that information contained on my application will be verified by the Coventry Public Library and that misrepresentation or omissions may be cause for my immediate rejection as an applicant or termination as a volunteer.

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](mailto:kwoodmansee@coventrylibrary.org) \*\*\*

# TEEN VOLUNTEER GUIDELINES & F.A.Q.



## How do I schedule when I'm volunteering?

**School Year Volunteering:** Teens who wish to volunteer must fill out an application and either email it to Kylie, the Teen Librarian, at [kwoodmansee@coventrylibrary.org](mailto:kwoodmansee@coventrylibrary.org) OR drop it off to Kylie in the library. Applications are available at the library or online under the Teen Homepage. **To volunteer, teens must be in 7<sup>th</sup> grade through 12<sup>th</sup> grade.** Once you have handed in your application, Kylie, the Teen Librarian will contact you with a potential schedule for you to complete your hours for school based on the availability you gave on the application. If you aren't volunteering for school, you will be assigned at least one day a week to come in and volunteer. **Please note: we require our teen volunteers to contact us themselves.**

**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. T-shirts will be made at the Teen Volunteering Meeting that they are to wear when volunteering in the summer.

**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. March is typically when hours are due, so if you do wait until the last minute, please be advised we may not be able to take you.

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

When you arrive for your shift, please report to the Teen Librarian in the Young Adult Department. Your hours will be tracked by the Teen Librarian for when you arrive and leave for each shift. If you have questions about your hours or want to see your total so far, ask the Teen Librarian.

## What if I can't come in?

Please call the Youth Services Department @ 401-822-9102 or email Kylie the Teen Librarian at [kwoodmansee@coventrylibrary.org](mailto: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](mailto: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)** or email **(kwoodmansee@coventrylibrary.org)** ASAP so that your shift may be filled.
- You will wear an outfit that must be appropriate for volunteering at the library. If you are volunteering in the summer, you will wear your summer teen volunteer shirt, or other appropriate attire. Footwear must cover the foot entire foot to prevent injuries.
- You will keep your cell phone on vibrate and will not use it for any reason other than emergencies or when given permission. (Arranging for rides is permitted. The Teen Librarian may also let you listen to music if the task is not something like a children's program, story time, etc.)
- 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 room 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.
- Any questions, problems, or concerns should be brought to Kylie, the Teen Librarian, or Miss. Cara, the Head of Youth Services.

**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**