

Teen Volunteer (TV) Application Information Packet Summer 2019



Thank you for your interest in volunteering for the Smith Public Library. Our TV (Teen Volunteer) program offers two types of volunteering opportunities this summer. All TV applicants must be thirteen and have their own (not a parent's) current Smith Public Library Card. The last day to apply is Saturday 5/4/19.

Please read the following descriptions carefully and decide which would work best for you.

Weekly Library Maintenance TVs (June 3 - August 3, 2019):

TVs that choose this option volunteer on the same day at the same time every week. They are responsible for the following duties:

- Cleaning toys and manipulatives in the Family Place Area
- Straightening shelves, picking up stray books the last hour prior to closing
- Dusting
- Wiping down shelves with disinfectant wipes
- Cleaning books

| | |
|---|---|
| Mondays, Tuesdays, Wednesdays and Thursdays | 6:00-8:00pm (2 hours) or 7:00-8:00pm (1 hour) |
| Fridays | 12:00-2:00pm (2 hours) or 12:00-1:00pm (1 hour) |
| Saturday | 3:00-5:00pm (2 hours) or 4:00-5:00pm (1 hour) |
| Wednesdays | 12:00-2:00pm (2 hours) or 12:00-1:00pm (1 hour) |

Teens who choose this option must be available to volunteer 1-2 hours a week on the same day and time every week beginning June 4 and ending August 3. These tasks are physical in nature. In order to be successful in this position, you must be able to crouch down, reach and use cleaning products such as Clorox Wipes. You must be able to work independently.

Program Assistant TVs (June 7 – July 23, 2019):

Volunteers in this position come once a week during a specific program. Depending on the program, duties may include handing out wristbands and craft supplies, crowd control, helping younger kids with crafts and making sure kids return from their bathroom breaks. Our program assistants will also have the opportunity to volunteer at special programs like Harry Potter's Birthday Party on Friday 7/23/19 or our Friends of the Library Book Sale on Saturday 7/13/19. Additionally, hours may be picked up by working the Summer Reading Prize Table in the Children's Area.

| Program | Dates | Time and Room |
|-----------------------------|--|---|
| Kids Programs-Tuesday AM | June 11, 18 & 25. July 2, 9 & 16. | 9:45am-12pm in the lobby and MP Room (2.25 hours) |
| Tween Programs-Tuesday PM | June 11, 18 & 25. July 2, 9 & 16. | 2:45-4:15pm in the MP Room (1.5 hours) |
| Teen Programs-Wednesday PM | June 12, 19 & 26. July 3, 10 & 17. | 2:45-5:15pm in the MP Room (2.5 hours) |
| Teen Programs-Thursday PM | June 13, 20 & 27. July 11 & 19 (Friday). | 2:45-5:15pm in the MP Room (2.5 hours) |
| Sensory Storytime-Friday PM | June 14, 21 & 28. July 5, 12 & 19. | 1:45-3:15pm in the ST Room (1.5 hours) |

Teens who choose this option must be available to volunteer for the specific dates that are listed above. You choose one program, which meets once weekly. At orientation, you'll have the opportunity to sign up for special programs and the prize table for additional hours. In order to be successful in this position, you must be able to follow directions, stand for long periods of time and enjoy interacting with people. Sensory Storytime involves working with special needs children. All training is provided on-site; during programs, TVs will always work with a staff member who is present during the entire program.

What do I do if I need a week off?

We understand that it is summer vacation and that you may need a week or two off. There is a place to enter the dates you will be gone on the application below. Please note that if you are unable to volunteer for an extended period of time, this will affect your eligibility. If you are chosen as a TV, we expect you to be here and any dates requested after this application is submitted may result in the loss of your volunteer position.

What do I do next?

Now that you know what positions are available, you need to decide which type of TV you want to be. Once you decide that, you need to fill out the attached application. We receive a large volume of applications, so please fill out your application thoughtfully. **All applications are due in the Teen Room by 5:00pm on Saturday 5/4/19.** Late applications are not considered. TV positions are limited and not guaranteed. TVs chosen for these positions are required to attend a mandatory orientation held the last week in May.

All selected TVs will be notified via e-mail by Monday 5/13/19. That e-mail will contain information on the mandatory orientation session which will take place the last week in May. **All communication is done via e-mail, so please be sure to list a valid e-mail address that you check often. We do not call to follow up, so check your email.**

All successful summer volunteers will receive a certificate of appreciation that shows the amount of hours completed. Certificates will be emailed as a PDF document to the address we have on file by Saturday 8/17/19.

Applications for volunteering opportunities during the school year will be posted mid-August to our Teen Page.



TEEN VOLUNTEER BACKGROUND SEARCH AUTHORIZATION

Smith Public Library Summer 2019

For consideration of my volunteer services with the **City of Wylie** ("City"), I understand that the City will perform a background investigation using the various public record databases. I further understand that such reports may contain public record information such as, but not limited to: judgments, criminal and civil records, from government and other agencies that maintain such public records. These type of reports are officially referred to as "consumer reports."

If I am retained as a volunteer, I understand that the City of Wylie can use this disclosure and authorization to continue to obtain such consumer reports throughout my employment, contract period or volunteer service.

This authorization is conditioned upon the following representations of my rights: I understand that I have the right to make a request to obtain copies of any reports accessed by the City and to request the nature of all information in its files on me at the time of my request, including the sources of information, and that the City will provide a complete and accurate disclosure of the nature and scope of the investigation covered by any investigative consumer report(s). I understand that I can dispute, at any time, any information that is inaccurate in any type of report with the City.

| TO BE COMPLETED BY VOLUNTEER | | | | | |
|-------------------------------|--|---------------------|--------------------------------|-------------|--|
| Last Name | | First Name | | Middle Name | |
| Date of Birth | | Library Card Number | | Nickname | |
| Phone Number | | Email address | | | |
| School and Grade Fall 2019 | | | | | |
| Street Address | | | | | |
| City | | State | | Zip Code | |
| Emergency Contact Name | | | Emergency Contact Phone Number | | |

The above information is hereby sworn to be true and accurate to the best of my knowledge and is gathered on this form solely for investigative purposes.

APPLICANT SIGNATURE: _____ **DATE:** _____

PRINTED NAME: _____

Parent or Guardian SIGNATURE if volunteer is a minor: _____ **DATE:** _____

PRINTED NAME: _____

Applicant's Name:

All applicants please answer the following questions. Feel free to use the back of this sheet if needed.

Why should we choose you to be a TV?

Do you have any special needs or restrictions?

If you had to describe the library to someone who has never been here before, what would you say?

Please list any dates you know you will not be available this summer below:

What type of TV do you want to be? Please refer to the information at the beginning of this packet for detailed descriptions of each position and dates. You may choose to apply for both, but depending on demand, we may not be able to accommodate your request for both positions:

Weekly Library Maintenance TV

Please check your **first choice** for the day and time that you are available to volunteer every week.

| | |
|----------------------------------|---------------------------------|
| Mondays 6:00-8:00pm (2 hours) | Mondays 7:00-8:00pm (1 hour) |
| Tuesdays 6:00-8:00pm (2 hours) | Tuesdays 7:00-8:00pm (1 hour) |
| Wednesdays Noon-2:00pm (2 hours) | Wednesdays Noon-1:00pm (1 hour) |
| Wednesdays 6:00-8:00pm (2 hours) | Wednesdays 7:00-8:00pm (1 hour) |
| Thursdays 6:00-8:00pm (2 hours) | Thursdays 7:00-8:00pm (1 hour) |
| Fridays Noon-2:00pm (2 hours) | Fridays Noon-1:00pm (1 hour) |
| Saturdays 3:00-5:00pm (2 hours) | Saturdays 4:00-5:00pm (1 hour) |

If we cannot accommodate the date and time above, do you have a second choice for a day and time to volunteer?

| | |
|----------------------------------|---------------------------------|
| Mondays 6:00-8:00pm (2 hours) | Mondays 7:00-8:00pm (1 hour) |
| Tuesdays 6:00-8:00pm (2 hours) | Tuesdays 7:00-8:00pm (1 hour) |
| Wednesdays Noon-2:00pm (2 hours) | Wednesdays Noon-1:00pm (1 hour) |
| Wednesdays 6:00-8:00pm (2 hours) | Wednesdays 7:00-8:00pm (1 hour) |
| Thursdays 6:00-8:00pm (2 hours) | Thursdays 7:00-8:00pm (1 hour) |
| Fridays Noon-2:00pm (2 hours) | Fridays Noon-1:00pm (1 hour) |
| Saturdays 3:00-5:00pm (2 hours) | Saturdays 4:00-5:00pm (1 hour) |

Program Assistant TV

Please check the program you would like to assist with. Please make sure you can work the dates and times listed. If you cannot make a certain date, please list that below:

| ✓ | Program | Dates | Time and Room |
|---|-----------------------------|--|---|
| | Kids Programs-Tuesday AM | June 11, 18 & 25. July 2, 9 & 16. | 9:45am-12pm in the lobby and MP Room (2.25 hours) |
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Applicant's Name: _____

THE SMITH PUBLIC LIBRARY AGREES TO:

- To provide our volunteers with a safe working environment.
- To provide guidance and training of library oriented tasks. We will answer any questions and provide helpful feedback.
- To recognize your value as a volunteer to the success of the library.

AS A TEEN VOLUNTEER, I AGREE:

- To follow all of Smith Public Library's policies and procedures.
- To check my email regularly as that is how the library communicates with teen volunteers.
- **To call the library as soon as possible if I am unable to report for my shift.**
- To arrive on time.
- Provide the Library with an accurate record of my hours worked by signing in and out on my volunteer time sheet.
- **To dress appropriately. All shorts, skirts and dresses must come to the knee. No clothes with holes or potentially offensive logos or messages.**
- To leave headphones off and keep phone calls and texts to a minimum.
- To respect the Library's patrons by being friendly and guiding them to a staff member when necessary.
- To accept the Library's right to dismiss me for poor attendance.
- To carry out my given tasks while maintaining a professional attitude.
- To seek assistance if I have a question or have completed my task.
- To leave younger siblings at home and not invite friends to hang out with me during my shift.

Teen Signature: _____ Date: _____

AS A PARENT, I AGREE:

- To encourage my teenager to strive for good work habits and attendance.
- To be responsible for all transportation and to ensure that my teenager arrives on time.
- To put emphasis on the importance of my teenager's volunteer responsibility.
- To inform library staff of any special needs or issues my teen may have in the box below:

Parent Signature: _____ Date: _____