

EASTERN LANCASTER COUNTY LIBRARY TEEN VOLUNTEER APPLICATION

Name (Last)	(First)	(Middle Initial)	Home Telephone
Address (Mailing Address)	(City)	(Zip)	Mobile Telephone
Age	Graduation Year– <i>Note: Priority is given to students in 9-12th grade</i>		
E-Mail Address	Emergency Contact Name & Number		

In the event we need to contact you about your shift can we text you?

Yes. I can send and receive text messages. Use this number _____.

No. Please do not text me. Instead, call me at _____.

- The volunteer schedule and role will be chosen based on seniority and how well you read and follow the directions on this form.
- Weekly volunteers assist with shelving books, cleaning, craft preparation, shelf reading and other duties as assigned.
- **Please indicate your 1st, 2nd and 3rd choices of shifts below.**
Cross out any shifts you are unable to work.

Mondays
10:30am-Noon

Mondays
3pm-4pm

Mondays
6pm-8pm

Tuesdays
10:30am-Noon

Tuesdays
3pm-4pm

Wednesdays
10:30am-Noon

Wednesdays
3pm-4pm

Wednesdays
6pm-8pm

Thursdays
10:30am-Noon

Thursdays
3pm-4pm

Thursdays
6pm-8pm

Saturdays
10:30am-Noon

Saturdays
3pm-4pm

Please contact me to help with special events. YES NO

Volunteer Role Preferred:

1. _____ 2. _____ 3. _____

EASTERN LANCASTER COUNTY LIBRARY TEEN VOLUNTEER AGREEMENT

What you can expect from the Library:

- The Library staff can provide, upon your request, documentation of community service hours based on your timesheet. Please see the assistant director for further details.
- The Library staff will work with you to try to resolve problems with scheduling or assigned tasks

What we offer:

- Job related experience
- An opportunity to work with the public in a real world environment

What we require:

- A commitment of at least 1 hour a week for 3 months
- If need to do more than 3 hours a week, please contact the library directly (717-354-0525) or email Ms. Carla (cbarrows@elancolibrary.org)
- An entry interview and a review at the end of your 3 months
- Dependability. Please be punctual for your schedule shifts and call the library (717-354-0525), text (717-875-1820) or email (cbarrows@elancolibrary.org) if you are unable to work. Please contact us before your shift.
- More than 3 absents without notification prior to shift will result in termination and we will not provide a reference to future employers.
- Ability to understand and follow oral and written instructions
- Ability to establish and maintain effective relationships with library employees

Program qualifications:

- You must be between 7th and 12th grade
- Students between 9th and 12th are given priority
- You must list a volunteer position preference

Thank you for taking the time to fill out this application. We are pleased that you are interested in volunteering with us. 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. Your volunteer supervisor will explain your specific assignments in detail on your first day.

Signature of Applicant _____ Date _____

Signature of Parent or Guardian _____ Date _____

TEEN VOLUNTEER ROLES

These positions are for teens only.

Please be aware that while the position you are assigned will be your main job, you can be asked to do other tasks. The roles will be your focus, but you may not be doing the same thing every day. You will spend most of your time in the children's department of the ELANCO Library. You will be required to work in groups and independently.

Teen Shelver: Help us maintain an organized and welcoming collection in the library. Volunteers will assist staff by putting returned items to the shelves in correct order. Shelves will also be responsible for shelf-reading— making sure items are in the correct order on the shelves. This is quite important! It helps patrons and staff find items quickly without minimal frustration and leaves everyone happy!

Teen Program Assistant (Date Driven): Want to hone your leadership skills? Do you have an interest in working with children? Apply to be a Teen Program Assistant! This is a date driven position, which means you may have a varying schedule. You can help us with special programs and events, including craft prep, setup, crowd management, and clean up.

Book Toucher: Help us process our books! You get to see all of our newest books first. We will ask you to put stickers on books, help us change our new book display and help us update our rotating displays.

Passive Programming Assistant: If you are creative, this might be the perfect position for you. We will ask you to create new monthly activities for our youngest patrons. You will help us create a welcoming and engaging environment.

Tutor (For Juniors and Seniors Only): Enjoy working one-on-one with young students? As an after-school tutor, your main responsibility will be to help students learn, review content with them, explain how to solve problems and check completed work. A tutor may also help student develop study skills and organization techniques to help improve their academic performance.

Cleaner: Join us to create a clean and welcoming atmosphere. This position will give you the responsibilities of: wiping down toys, tables, clean up after programs, and more. You will be asked to straighten shelves, books, and our children's play area.