

Teen Volunteer Application

Grades 8-12. Anyone over 18 must also fill out a CORI form.

Teen's Information (all field's required)

Teen Applicant's Name: _____

*Teen's Email: _____

Street Address: _____

City/Town: _____ State: _____ Zip Code: _____

Phone Number: (_____) _____ - _____ Birthdate ____/____/____

Age: _____ School Name: _____ Grade: _____

*Volunteers will be emailed about unexpected library closings. Teens are expected to check their emails regularly.

In Case of Emergency Contact

Name of Emergency Contact Person: _____

Relationship to Teen Application: _____

Emergency Contact Peron's Phone Number: (_____) _____ - _____

Your Experience (please print)

Have you had previous volunteer experience? (Circle one) Yes or No

If yes, where did you volunteer? Please list the names of all organizations you volunteered with:

What responsibilities and duties did you have as a volunteer?

Continues on Page 2

Do you have any special skills or training? (Examples: video editing, art, photo, computer skill)

Availability

When do you have free time in your schedule to work at the library?

Day	Morning	Afternoon	Evening
Mondays	10:30 am-12:30 pm	2:00-4:30 pm	
Tuesdays		2:00-4:30 pm	5:30-8:30 pm
Wednesdays		2:00-4:30 pm	5:30-8:30 pm
Thursdays	10:30 am-12:30 pm	2:00-4:30 pm	
Fridays	10:30 am-12:30 pm	2:00-4:30 pm	

*We do not have the ability to accommodate volunteers on weekends. Special programs or events are the exception.

Commitment

Volunteering is serious business. You should approach volunteering like a job.

- Once a week
- Every other week
- Once a month
- Special Programs or Projects (Once or Twice a Year)

Start Date: _____ End Date: _____

Teen Volunteer Agreement and Parent/Legal Guardian Agreement

Teen Applicants:

See page 3 and read through the responsibilities and Code of Conduct before signing the bottom of the page.

Parents:

See attached letter on Page 4 and sign at the bottom.

Both sections must be completed before teen can start as a volunteer.

Teen Volunteer Responsibilities

- Meet volunteer commitment regulations.
 1. Shelving Volunteers:
Commit to 2 or more hours a month for 3 or more months
 2. Special Projects/Events = 1 time or short term
- Attend volunteer orientation.
- Establish a schedule with staff.
- Communicate absences with staff in advance.
- Missing three shifts without informing a member of the staff, Could lead to a loss of a position as a volunteer.
- Put away cell phone during shift.
- Dress appropriately for the workplace.
- Shelving requires constant attention to detail. Teens unable to consistently display the attention to detail necessary to shelve items in the correct location can be removed as a volunteer.
- Adhere to the Code of Conduct.
- Protect the privacy of library customers and staff.
- We understand that you may be required to earn service hours. We cannot put your needs above the needs of the library's patrons or staff. Volunteer work must be beneficial for both you and the library.

I understand the expectations listed above, and that failure to meet these expectations may lead to dismissal from TPL's Teen Volunteer Program.

Signature: _____

Date: _____

Code of Conduct

Behavior and Dress Code

1. You are responsible for maintaining the confidentiality of all library information. Please respect the privacy of library patrons and staff.
2. You are a public representative of the library and your behavior must be professional. Talking with friends, using the Internet, texting, talking on your cell phone, etc. must wait until the end of your shift.
3. Staff is here to help you succeed in your volunteer work. They are here to answer your questions. You are to treat all staff with respect. Volunteers who disrespect staff and disregard directions will be removed from our volunteer program.
4. Many tasks involve reaching, bending, or cleaning, so dress practically and modestly. Tank/strapless tops, overly tight or short clothing, inappropriate slogans, visible underwear, and gym/loungewear are not permitted.

Who to Contact

1. Please contact the library directly as soon as possible regarding absences, changes in schedule, or other issues at 978-640-4490 x 279 or avillet@tewksburypl.org.
2. If I miss three shifts without informing a member of the staff, I will lose my position as a volunteer.
3. You will be informed of planned or emergency closings by email. Be sure to check your email regularly

Dear Parents and Guardians,

While many teens see volunteering as a way to earn the necessary hours required for graduation, clubs, college acceptance, or to boost their resume; volunteering is more than just a requirement or a good idea. Volunteering can help your teens develop skills necessary in life and to make them successful in the workplace.

When teens take control of the application process and setting up their schedules, they have a better understanding of how the application process works. They will have the skills to advocate for themselves when they want internships and jobs in the future. This can be empowering for their present mindset as well as help prevent future anxiety when applying for their first job. When teens are required to update staff about changes to their schedule, it teaches them how to call out sick from work and to communicate schedule requests. While some teens learn these skills while working at a part-time job during high school, some managers aren't willing to take the time to go over necessary job skills with new hires and teens aren't given the skills they need to meet the expectations of the job.

Parent Responsibilities:

- Support your teen.
- Instruct your teen to approach this responsibility as a job and allow the teen to work independently with staff.
- Remind your teen to contact staff regarding schedule changes. (Please do not contact staff on behalf of your teen unless there is an emergency.)
- The Tewksbury Public Library understands that many teens are required to earn community service hours, whether it be to graduate high school, enter college, or to achieve an award or honor with another group. While we do our best to help teens reach their service goals, we cannot put these needs above the needs of the library's patrons or staff. Volunteer work must be beneficial for both the teen reaching to meet their goals and for the library.

I understand the expectations listed above and that failure to meet the listed expectations may lead to my teen's dismissal from the TPL Teen Volunteer Program.

Parent/Guardian Signature: _____

Date: _____