



Huntsville Public Library Teen Summer Volunteer Program Introduction

In the Huntsville Public Library Teen Volunteer Program, students gain real job experience in a fun and educational environment while performing a valuable community service. Volunteers will be assisting in the Youth Services area, and they will have varied task responsibilities such as shelving books, preparing crafts, planning teen programs, and participating in story hour at the direction of the librarian.

REQUIREMENTS:

1. At least 14 years old.
2. Must have parent/guardian's permission.
3. Must have a genuine desire to volunteer (independent of parental consent and wishes).

APPLICATION PROCEDURE:

1. Complete the application and return it to the Youth Services Department at the Main Library.
2. Give the reference form with a stamped, addressed envelope to a teacher, youth leader, or other adult **not related to you** and ask him or her to fill out the form and mail it back. **Please do not turn in the form yourself: it must be mailed by the reference person.** Applications without reference forms **will not be accepted.**

Mail the Reference Form to:

Attn: Emily Shade
Youth Services Department
Huntsville-Madison County Public Library
915 Monroe St
Huntsville, AL 35810

3. You will be notified via phone, mail, or email as to whether you have qualified for a volunteer position, and/or if you will be interviewed.
4. If selected as a volunteer, you will attend a **REQUIRED** orientation/training session. The orientation/training session will be scheduled at the discretion of the Youth Services Librarian.

Huntsville Public Library Teen Volunteer Job Description



Nature of Work:

Volunteers are responsible for assisting staff members in duties as assigned. Duties may include

- Sorting incoming materials
- Shelving materials accurately
- Reading shelves
- Helping library staff maintain an orderly collection
- Gathering materials from the book drop
- Removing materials from tables and assuring orderly arrangement in an assigned area
- Dusting shelves and furniture
- Sanitizing books and toys
- Pulling materials per reports
- Assisting with the weeding of materials
- Maintaining superior customer service skills
- Performing all assigned routines and responsibilities efficiently and effectively
- Maintaining good communication with volunteer supervisor and other library staff
- Assisting with library programs
- Preparing craft materials
- Setting up tables/chairs for library programs
- Participating in special projects and performing other duties as assigned

Knowledge, Skills and Abilities Required:

Ability to work well with and use good judgment when working with the general public, patrons, superiors and other members of the Library staff.

Ability to organize

Ability to understand and carry out oral and written instructions and posted schedules

Ability to comprehend and follow the Library's policies and procedures

Possess the physical and mental ability to work independently to the extent appropriate to the position

Must possess a reputation of honesty, integrity, and reliability

NOTE:

This job description describes the nature and level of assignments normally given in this position. It is not an exhaustive list of duties. Volunteers may be expected to perform additional related duties that may not be reflected in this description.

Huntsville Public Library Teen Volunteer General Instructions



Dress Code:

The Youth Services Department at the Main Library requires volunteers to wear jeans and a black t-shirt while working. Jeans and t-shirts are to be in good condition (no tears, holes, or stains) and without writing or pictures. Sagging jeans and shirts that expose the midriff are not allowed. If a volunteer reports for duty and is not dressed according to these guidelines, they will not be permitted to work.

During scheduled volunteer hours or when helping at any of the special events, the Youth Services Department also requires volunteers to wear a volunteer apron. These aprons are provided by the library and will be available next to the sign-in notebook when you begin your shift each day.

Attitude:

Smile! Welcome to public service! You are representing both yourself and the library so **good manners, good manners, good manners** is your new motto. Your job is to help the staff and the public, so be prepared to be pleasant, friendly, and helpful. Volunteering should be a fun experience for you, but you may not enjoy all the tasks you are asked to perform. You are welcome to tell us what activities you prefer, but you will still need to accomplish those tasks that you find less enjoyable.

Attendance:

You need to be prompt and present for your scheduled work hours. We will expect your help at that time and need to be notified in advance when you are unable to make it to the library. If you have another commitment during your scheduled work hours, please notify the Youth Services Librarian at least **one week** beforehand.

IMPORTANT: *If you are sick or have an emergency that causes you to be late or miss your scheduled work hours, please contact the Youth Services Librarian as soon as possible.*

Duties:

When you arrive to volunteer you need to:

- sign in and check with a staff member
- check the sign-in book for special instructions or tasks
- check the front desk/book drop
- shelve books (picture books, board books, readers as needed) & AV materials
- HAVE FUN HELPING AT THE LIBRARY!

If you have any other questions, please contact Emily Shade by phone at (256)532-5949 or by email at eshade@hmcpl.org.

Teen Volunteer Program Application Checklist

- Read the *Teen Volunteer Program Introduction, Job Description* and *General Instructions* carefully.
- Complete the *Application Form* and return it to the Youth Services department.
- Give the *Reference Form* and a *stamped, addressed envelope* to a teacher, youth leader, or other adult not related to you and ask him/her to mail it to the Library.
- Check with your reference person to make sure they mailed the form.

Huntsville Public Library

Teen Volunteer Program

Application Form



PLEASE PRINT!

Name	
Birth Date	
Street	
City, State, Zip	
Home Phone	
Email	
School/Homeschool	
Current School Year	
Parent's or Guardian's Name	
Parent's or Guardian's Ph #	
Signature of Parent/Guardian	
Signature of Applicant	
Application Date	

Please use reverse side if you need additional space to answer the following questions

What dates will you be unavailable to volunteer (due to vacation, band camp, etc.)?

(X out dates you are unavailable)

June 2013

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2013

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2013

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1. Are your volunteer hours required for a class or school? ____ Yes ____ No
If YES, total hours needed: _____. Deadline for completion: _____.

Are your volunteer hours a requirement to fulfill a court-ordered community service requirement? ____ Yes ____ No
If YES, total hours needed: _____. Deadline for completion: _____.

Please note: You are required to notify the Library if a statement indicating hours worked must be sent to a third party. Statements are only generated on weekdays and the Library requires a forty-eight (48) hour notice.

2. Please list school and community activities in which you participate regularly:

3. Have you done other volunteer work? Where/for whom?

4. Have you volunteered in a library before? If so, where?

5. Why would you like to be a student volunteer?

6. What are your special interests and skills?

7. Do you have any physical or medical conditions (allergies, etc.) of which we should be aware?

Reference Form
 Huntsville Public Library
 Teen Volunteer Program

_____ is applying to be a volunteer at the Huntsville Public Library.

*Note: The information on this reference form is **confidential**.*

*In order to ensure this confidentiality between the reference person and myself,
the applicant should not mail or deliver this form to the library.*

*Rather, the reference person should personally mail this form to the address listed below.
The applicant should supply the reference person with a stamped, addressed envelope.*

Thank you for your assistance!

*** Please evaluate this applicant in the areas listed below.**

	Always	Usually	Seldom	Never	N/A
Regular attendance					
On time – to class					
On time – with assignments					
Careful and thorough with work					
Attentive to detail					
Able to follow oral & written instructions					
Dependable					
Pleasant & helpful attitude toward peers					
Pleasant & helpful attitude toward authority					
Flexible and adaptable					
Eager to learn					
Able to take initiative on assignments					
Able to take constructive criticism					
Honest					
Neat, clean, and dressed appropriately					
Acts in consideration for younger people					
Interacts with adults confidently and respectfully					

Signed: _____ Date: _____

Relation to Applicant: _____ Telephone: _____

Please share any additional comments you may have on the back. We appreciate your input!

***An applicant need not have all “Always” marks to be accepted – please be honest!**

*We want to help instill a valuable sense of community and civic duty in all of our young adults,
 not just honor students. Please base your answers on your personal experience with the applicant.
 If you do not teach the applicant in a classroom setting and therefore do not have knowledge
 regarding a certain question, please mark N/A. Thank you!*

Huntsville-Madison County Public Library, 915 Monroe St., Huntsville, AL 35810
 Attention: Emily Shade, Youth Services Department
 (256)532-5949
eshade@hmcpl.org

HUNTSVILLE-MADISON COUNTY PUBLIC LIBRARY TEEN VOLUNTEER CONTRACT

_____ has permission to participate in duties assigned as a
(volunteer's name)
volunteer for the Huntsville-Madison County Public Library. I, as a parent or guardian, am aware that this volunteer assignment may present a risk of injury. In consideration for allowing him/her to participate in this project, I agree to assume all risks for injuries arising out of his/her participation as a volunteer. I agree that the Huntsville-Madison County Public Library and all employees shall NOT be responsible or liable for any injury, damage, loss or expense of his/her person and/or property incurred while working as a volunteer.

Student Signature: _____ Date: _____

Parent or Guardian Signature _____ Date: _____

I hereby give Huntsville-Madison County Public Library the unqualified right to photograph, _____ (volunteer's name), and to put the finished pictures in media published by the HMCPL. I understand that these pictures may be used on Internet web pages, and will be accessible to anyone with Internet access and may be used in instructional setting. However, no names of subjects will be published without their prior permission.

Parent or Guardian Signature _____ Date: _____

EMERGENCY CONTACT INFORMATION

Parent/Guardian Name: _____

Address: _____

Telephone: (home) _____ (cell) _____

Emergency Contact in addition to parent or guardian:

Contact person: _____

Relationship: _____ Phone: _____