



Huntsville Public Library – Main Branch Teen Summer Volunteer Application

*Accepting application for the summer from March 17th until April 30th

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 Branch.
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: Melissa Shuman & Annie Matthys
Youth Services Department
Huntsville-Madison County Public Library
915 Monroe St.
Huntsville, AL 35810

3. You will be notified via phone as to whether you have qualified for a volunteer position and to set up a required interview
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 – Main Branch
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 department
- Gathering materials from the book drop
- Cleaning the department
- Dusting shelves and furniture
- Sanitizing books and toys
- 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 volunteer coordinators, library staff and the general public
- 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 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

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?

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

(Please list dates below. If you need more space please write on the back of this page.)

Reference Form
Huntsville Public Library – Main Branch
Teen Volunteer Program

_____ is applying to be a volunteer at the Huntsville Public Library's Main Branch.

*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: Melissa Shuman & Annie Matthys, Youth Services Department
(256)532-5949 · mshuman@hmcpl.org, amatthys@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: _____