

# Teen Volunteer Program

## Policy Statement:

In an effort to provide activities that benefit the youth of Belton, the Lena Armstrong Public Library will accept teen volunteers and court referrals ages 15 and over.

## Regulations:

As a volunteer, you will be representing the Library and the City of Belton. Your attitude, personal appearance, and punctuality directly affect the way the public views the Library. Therefore; you will be expected to follow the policies set forth below.

### 1. Behavior:

- Report to work on time on scheduled days. Call if you must be absent.
- Comport yourself in a business-like manner.
- Greet patrons in a pleasant and professional manner. Smile and use eye contact when possible. Show respect for patrons, staff and co-workers.
- Multiple telephone calls are unnecessary while working. Inform your correspondents of this.
- Friends and family are not permitted to stay for long visits.
- You are here to work, not read, chat, play on the computers, or other non-work related behavior. Volunteers who do not do their work will be evaluated and possibly terminated in the best interest of the library.
- Please do not reveal patron information. It is confidential.

### 2. Appearance:

- Neat, clean jeans may be worn
- Shorts and halter tops are not permitted
- Improper or suggestive graphics are not allowed
- Shirts must meet the top of pants and not be low cut
- Sneakers are permitted; flip-flops are not

### 3. Possible Duties:

- Shelve books in alphabetical or numerical order
- Empty book drop
- Process books – cover and apply barcodes, spine labels, and date due slips
- Light housekeeping – dusting, straightening shelves or cleaning books
- Help prepare crafts for programs
- Assist with Summer Reading and other children's programs
- Assist with seasonal departmental projects and events

**4. Benefits of volunteering:**

- Contribute to your community
- Gain work experience for future jobs
- Show community involvement
- Fulfill you school's community service requirements
- Meet new people

**5. Orientation:**

- Attendance at an orientation meeting is mandatory for all Summer Reading volunteers.

**Thank you for your interest!**

**TEEN VOLUNTEER APPLICATION**  
**Lena Armstrong Public Library**

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell # \_\_\_\_\_

E-mail \_\_\_\_\_

Age \_\_\_\_\_

**Emergency Contact**

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Home Phone \_\_\_\_\_

Work \_\_\_\_\_

**Education**

School Currently Attending \_\_\_\_\_

Year \_\_\_\_\_

Full Time \_\_\_\_\_

Part Time \_\_\_\_\_

Teacher Reference \_\_\_\_\_

Teacher's Phone \_\_\_\_\_

School or Community Activities \_\_\_\_\_

Special Skills \_\_\_\_\_

**Employment Category**

List any current/past jobs you have held:

1. Worked for: \_\_\_\_\_ Dates \_\_\_\_\_

Job Responsibilities \_\_\_\_\_

2. Worked for: \_\_\_\_\_ Dates \_\_\_\_\_

Job Responsibilities \_\_\_\_\_

## Volunteer Category

Volunteer service is needed to complete:

Class Requirement \_\_\_\_\_

Community Service for \_\_\_\_\_

Write in Reason

Name and Phone Number of Person Reporting to: \_\_\_\_\_

\_\_\_\_\_

Total number of hours you have been assigned: \_\_\_\_\_

How often do you need to report your completed hours? \_\_\_\_\_

What kind of paperwork is required from the library? \_\_\_\_\_

Other (simply volunteering?) \_\_\_\_\_

## About You

What are your interests or hobbies? \_\_\_\_\_

Why do you want to volunteer at the Library? \_\_\_\_\_

What volunteer job would you like? \_\_\_\_\_

## Your Availability

Hours available for volunteer work \_\_\_\_\_

Preferred days \_\_\_\_\_ Preferred hours \_\_\_\_\_

I hereby certify that all statements made in this application are true and I authorize investigation of all matters contained in the application. I acknowledge that any false statements or misrepresentations on this application will be cause for refusal of placement or immediate dismissal at any time during the period of my placement.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Applicant

Signature \_\_\_\_\_  
Parent/Guardian if volunteer is minor under 18 years of age

The Lena Armstrong Public Library appreciates your interest in volunteering. Please return this application to our circulation desk.