

## Volunteer Responsibilities:

1. Meet volunteer commitment regulations
  - a. Shelving volunteers: commit to 2 or more hours per month for 3 or more months
  - b. Special projects/events = one time, or short term
2. Attend volunteer orientation.
3. Establish a schedule with staff.
4. Communicate absences with staff in advance.
5. Missing three shifts without informing a member of the staff will result in losing the position as a volunteer.
6. Put away cell phone during shift.
7. Dress appropriately for the workplace.
8. 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.
9. Adhere to the code of conduct.
10. Protect the privacy of library patrons and staff.
11. 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 to both you and the library.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Code of Conduct: *Keep this for future reference.*

### **Dress Code**

1. Many tasks involve reaching, bending, or cleaning, so dress practically. Plain denim clothing that is clean and presentable, and not otherwise frayed or ripped – such as jeans – are acceptable.
2. Items that are not appropriate clothing include: beach/pool wear, cut-offs, shorts, tops with "spaghetti" straps, clothing that shows bare midriffs, low necklines, mini-skirts/mini-dresses, gym/loungewear, overly tight clothing, visible underwear, and flip-flops or flip-flop type sandals.

*If a volunteer is found to be violating the dress code, as determined by library management, the volunteer may be sent home and lose volunteer hours.*

### **Behavior**

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. You are to treat all staff with respect. Volunteers who disrespect staff and disregard directions will be removed from our volunteer program.

### **Who to Contact**

1. Please contact the library directly as soon as possible regarding absences, changes in schedule or other issues at (618)288-1212 or [aimeev@glencarbonlibrary.org](mailto:aimeev@glencarbonlibrary.org).
2. If you miss three shifts without informing a member of the staff you will lose your position as a volunteer.
3. You will be informed of planned or emergency closings by email. Be sure to check your email regularly.