



GLEN CARBON CENTENNIAL LIBRARY DISTRICT

198 South Main Street · Glen Carbon, IL 62034

(618) 288-1212 · www.glencarbonlibrary.org

Teen Volunteer Application

Grades 8-12

Applicant Information *All fields are required. Please print.*

Date:

Applicant's Name		Applicant's Email*	
Street Address		City/Town, State, Zip Code	
Phone Number	Birthdate	Age	
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School Name			Grade

**The email provided should belong to the teen applicant; changes in schedule or library hours will be sent via email, and should be checked regularly.*

Emergency Contact Information *All fields are required. Please print.*

Emergency Contact Name	Phone Number
	() -
Relation to Teen Applicant	

Teen 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 the organizations you volunteered with:

What responsibilities and duties did you have as a volunteer?

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

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

Day	Morning	Afternoon	Evening
Sundays			
Mondays			
Tuesdays			
Wednesdays			
Thursdays			
Fridays			
Saturdays			

Please indicate which of the above hours would work for you by circling or highlighting those days/times that you available.

Commitment *Volunteering is serious business. You should approach volunteering like a job. Please indicate how frequently you would like to volunteer.*

- Once a week
- Every other week
- Once a month
- Special programs/projects (Once or twice a year)

Start Date: _____ End Date: _____

Teen Volunteer Agreement and Parent/Legal Guardian Agreement

Teen Applicant:

See **Page 3** and read through the **Code of Conduct** and **Volunteer Responsibilities** and sign the bottom of the page to indicate you have read and agree to its contents. It is recommended that you cut out the Code of Conduct to keep for your own reference.

Parents/Guardians:

See attached letter on **Page 4** and sign the bottom of the page to indicate you have read and agree to its contents.

Both sections must be completed before the teen applicant can be considered or start as a volunteer.

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.
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.

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 own 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 the 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 necessary 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 Glen Carbon Centennial 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 Glen Carbon Centennial Library's Teen Volunteer Program.

Parent/Guardian Signature: _____ Date: _____

Name (Print): _____