

New Rochelle Public Library  
One Library Plaza, New Rochelle NY 10801

# **Teen Volunteer Team**

Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

School \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth \_\_\_\_\_

**What are your reasons for volunteering at the library?**

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**Please list any special skills you have which you can use in your volunteer service:**

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**Please list any interests, hobbies, clubs or other activities you participate in:**

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**Please take a look at the attached “menu” of volunteering options. Which positions are you interested in applying for?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Volunteering is like having a job. We need you to make a definite time commitment. Please indicate what days and times are best for you to work, and *please be as specific as possible*:**

Days: \_\_\_\_\_

Times: \_\_\_\_\_

**Emergency Contact Information**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

***I hereby apply to volunteer at the New Rochelle Public Library. \* By signing I affirm that I have read and understand the application procedure and the basic guidelines of the Teen Volunteer Program.***

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Thanks for applying! Please turn this application in at the 2nd floor reference desk, or to the Teen Services Librarian. We'll be in touch shortly to set up an interview.**

# Teen Volunteer Team

## Basic Guidelines:

- Please remember: we're expecting you to be here when you're scheduled. If you're not coming in for any reason, please let me know: 914-813-3735
- Your volunteer t-shirt **MUST** be worn at all times when you are working. This is **NOT** negotiable. While we don't have an official dress code, be reasonable. If you wouldn't wear it to school, don't wear it when volunteering.
- When you sign in, begin working on your assigned tasks. If for any reason you don't have anything to do, find me and we'll put you back to work. Remember that I'm not always around; if you need work, approach a staff member and identify yourself as a volunteer.
- If you are signed in, you should be working. It's perfectly ok to say "hey!" to your friends, etc, if you see them, but try and keep it to a minimum. If you don't have a project to work on, either find me or ask another librarian if there is something you can do
- Make sure when you sign out that your hours have been initialed by the librarian @ the 3<sup>rd</sup> floor desk. If, in the future, you need a recommendation letter, etc., this is how I calculate the number of hours you've worked.

Thanks! ☺

Ken

Teen Services Librarian/Volunteer Supervisor

# Teen Volunteer Team

## Menu of Volunteer Opportunities: Summer 2011

**Adopt-a-Shelf** (12 positions, 6 hrs/week): Volunteer is assigned a specific area of the library to care for. Involves straightening of books and shelves, some shelving and cleaning; may involve some lifting, but nothing too heavy!

**Children's Room Assistant** (9 positions, 6 hrs/week): Volunteer works at Children's Room desk to sign out toys and puppets, administer museum passes, assist with some clerical duties and possibly some data entry. Applicants must be prepared to work with children and communicate with parents. Morning and evening hours may be required.

**Teen Tech Trainers** (9 positions, 4 hrs/week): Volunteers are available to give one-on-one computer and tech skill training to seniors (and others). Applicants should possess a solid ability with computers (and other gadgets!), as well as a high degree of patience and the willingness and ability to work with seniors and others who may be computer illiterate.

**Local History Volunteer Intern** (3 positions, hours TBD): Volunteer aids Local History department with archiving and digitization projects. Applicants should have a solid level of computer skill, the ability to do consistent data entry, and be ready and willing to focus on the tasks at hand. May require a commitment past the summer. ***THIS POSITION REQUIRES A SERIOUS LEVEL OF COMMITMENT! APPLICANTS MUST BE ENTERING 10TH GRADE OR OLDER.***

**Teen PhotoVideo Team** (3 positions, hours TBD): Volunteers will shoot photo and video for the library at library programs and events, as well as organize their work for use on the library's website and other publicity. This position has a training-in-service component; volunteers will attend a photography & video class each week during the summer. Applicants should demonstrate some skill with photo & video work, and willingness to be flexible in their hours according to library programming. ***THIS POSITION REQUIRES A SERIOUS LEVEL OF COMMITMENT! APPLICANTS MUST BE ENTERING 10TH GRADE OR OLDER.***

**Teen Advisory Group** (open positions, hours vary) A TAG is a group of teens who help the library (and more specifically, the Teen Services Librarian) to plan programs, improve library service to teens, develop a better teen collection (that is, the books and other stuff), plan for summer reading...the possibilities are many. Being part of a TAG will give you a chance to impact what the library does for teens, and hopefully have some fun along the way! Applicants should be ready and willing to dream up ideas, and work hard to make them happen!