



North Valley Regional Library
40410 N. Gavilan Peak Pkwy
Anthem, AZ 85086
602-652-3302 | www.mclnaz.org

We would like to take this opportunity to thank you for committing to the Maricopa County Library District's teen volunteer program this summer. We could not run the Summer Reading Program without our volunteers!

Our summer teen volunteers at the North Valley Regional Branch will be performing a variety of tasks. These will include working at a designated Summer Reading Program station where they will be assisting customers with sign-up and log-in to the program's online system, helping to log reading time, facilitating weekly Library Experiences, and answering questions about the Summer Reading Program.

With this opportunity, we hope to highlight that teen volunteers do make a difference in our community. Your teen will have the chance to gain practical work-like experience while in a fun, friendly atmosphere. We ask that they dress and behave appropriately and arrive when scheduled. Volunteers will have the opportunity to sign up for their own regular weekly shifts as their schedule permits. However, it is still very important that if your teen will need to miss a shift, they inform the library as soon as possible, either by e-mail (BethMedley@mclnaz.org) or phone (602-652-3302). At the end of the Summer Reading Program, teens will be provided with documentation that details their volunteering time and number of hours.

Teens will be expected to attend a **mandatory** Teen Volunteer Orientation prior to beginning their weekly shifts. There will be 3 opportunities to attend an Orientation:

For working during the **whole summer OR just one month:**

Thursday, May 16, 6:00-7:15 p.m. OR Saturday, May 18, 10:30-11:45 a.m.

For working during only the second month **if you do not attend a May orientation session:**

Saturday, June 15, 10:30-11:45 a.m.

Registration for orientations is required and can be completed starting May 1, either online or by stopping at the Customer Service Desk and registering with a staff member.

If you have any question or concerns during the Summer Reading Program, please feel free to contact me. On behalf of the staff here at the North Valley Regional Branch Library (and the customers we will be serving this summer) thank you again for your commitment to volunteering with us!

DonnaBoyce@mclnaz.org
BethMedley@mclnaz.org
(602) 652-3302

Donna Martellotto Boyce, School Library Media Specialist
Beth Medley, Librarian

KEEP THIS PAGE of important information

At the orientation you attend you will be asked to share either your best volunteer experience anywhere, OR your best library experience as a customer or volunteer. On May 23rd, successful applicants will be invited to sign up for actual shifts online.

Each shift will be one hour and you are expected to work **at least 12 hours over the course of the summer**. While it is certainly understood that there is always the possibility of circumstances beyond your control, we ask that you take seriously the commitment of twelve hours and plan accordingly.

We will be using www.SignUpGenius.com to communicate regarding time slots available. You can create an account for free and will need to select **Pacific Daylight Time** or **Mountain Standard Time** because Arizona does not observe Daylight Savings Time. (**We stay on Mountain Standard Time which is the same as Pacific Daylight Time**).

Volunteer Coordinator Contact Information:

(Prior to June 6, 2019)

Donna Martellotto Boyce
School Library Media Specialist
DonnaBoyce@mclldaz.org
(602) 652-3302

Volunteer Coordinator Contact Information:

(As of June 6, 2019)

Beth Medley
Librarian
BethMedley@mclldaz.org
(602) 652-3306

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Teen Volunteer Info



Can I volunteer?

If you are 12-18, self-motivated, friendly & interested in contributing, YES!

WE DO NOT ACCEPT COURT-ORDERED OR DISCIPLINE RELATED VOLUNTEER SERVICE.

How do I get started?

All you need to do is **fill out the application & statement of expectations and turn it in during your orientation session.** Make sure it is complete, including the signature of your parent or guardian.

When can I volunteer?

The 2019 Summer Reading Program runs from June 1st through August 1st. We would like our Teen Volunteers to commit to at least **12 hours** during the summer. This allows teens to be volunteers and still have time for family vacations, summer employment, etc. while practicing responsibility and accountability in a customer service environment in hour-long shifts. These shifts will be selected by the teens, using www.SignUpGenius.com based on flexibility, availability, and need. We will attempt to accommodate requests, but there are no guarantees.

Will I get training?

Once you have been notified that you have been accepted as a summer Teen Volunteer, you will receive information about mandatory meetings and trainings. These will be included as volunteer time. Please be aware that failure or inability to attend these meetings and/or trainings may result in being dropped from the Teen Volunteer staff.

What will I be doing as a Teen Volunteer?

- Assisting customers with registration and logging reading hours for the Summer Reading Program;
- Assisting with set up, presentation, and take down of story times, craft times, and other library programs and events;
- Shelving a variety of materials;
- Cleaning, organizing, and straightening various sections of the library;
- Other tasks as assigned by library staff

Anything else?

You must bring your completed application to your orientation session.

If printing yours from our link, feel free to make it double-sided.

Please make sure the application is completely filled out and signed by a parent/guardian.

Last Name: _____ First Name: _____

2019 Summer Teen Volunteer Contract

As a library volunteer, you will need to be present when scheduled, to behave appropriately, and to perform your assigned tasks. If you cannot come in for your scheduled shift, you must let the library know as soon as you are able – either e-mail DonnaBoyce@mclidaz.org or BethMedley@mclidaz.org call 602-652-3302.

While you are volunteering, you will spend time at a Summer Reading station, assisting customers with sign-up and log-in to the program's online system, helping to log reading time, facilitating Library Experiences, answering questions about the Summer Reading Program, and doing other jobs as assigned. If you are scheduled to volunteer on day when Summer Reading programs are scheduled, you will also be helping to facilitate these programs. There will be other tasks and skills training from time to time. The more flexible and eager you are to learn, the more diverse your volunteer time will be.

What to Wear

Please keep your school dress code in mind when coming to the library. If you show up wearing inappropriate clothing (items that are revealing, dirty, torn, displaying any offensive messages, etc.) you will be asked to leave for the day. If it happens a second time, your volunteer services will no longer be needed.

You must wear a volunteer badge (to be provided to you) whenever you are volunteering. Please leave this badge in the designated area at the library; do not take it home with you until your last day.

Food/Drinks

You may have beverages at the volunteer station, but it must have a top; no cans or glass. Feel free to bring lunches or snacks to be eaten in the designated Teen Volunteer area.

Use of profanity of any kind, disrespect, or dishonesty with library staff or customers will result in immediate removal from your position.

Summer 2019 Teen Volunteer Application
PLEASE PRINT CLEARLY

Last Name: _____ First Name: _____

Home Phone: _____ Cell Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Emergency Contact's Last Name: _____ First Name: _____

Emergency Contact's Phone Number: _____

Are you between the ages of 12 and 18? Yes _____ No _____ Date of Birth: ____/____/____

2019-2020 Grade Level: _____ School: _____

Why do you want to volunteer? Use an additional page if necessary.

Do you have any previous volunteer or work experience? Use an additional page if necessary.

Are there any special needs/ conditions which should be taken into consideration in arranging your volunteer assignments? Use an additional page if necessary.

Give the names of two personal references (teachers, counselors, coaches, etc.)

Name: _____ Position: _____ Phone: _____

Name: _____ Position: _____ Phone: _____

I hereby certify that all the statements contained here are true to the best of my knowledge and I understand omissions or misstatements may be cause for discharge from the library volunteer program. I will also keep the Volunteer Coordinator advised of changes in my address.

Signature of **Applicant** _____ Date _____

I have read this application and understand that my son/daughter is applying to work as a teen volunteer at the North Valley Regional Library.

Signature of **Parent/Guardian** _____ Date _____



Maricopa County
Library District

where curiosity leads

**Statement of Expectations for
Maricopa County Library District Teen Volunteers**

Read & Understand Read & Have Questions

ATTENDANCE & SCHEDULES

- Arrive on time!
- Attend an Orientation Session with your completed/signed application.
- Sign in and out on with a staff member when you arrive for your shift and before you leave. Likewise, do not leave the building during your shift without notifying staff.
- Make sure you have transportation home after your shift.

DRESS CODE

- Wear your volunteer badge at all times and do not take the badge home with you.
- Dress in a clean, neat and conservative fashion; use your school dress code as a guideline. No cut off or frayed clothing, nor clothes with holes in them, no offensive or revealing clothing.
- **Closed-toe shoes** are required to protect you against injury from dropped books or book carts. Without closed-toe shoes, a volunteer will not be allowed to work their shift.
- No too-short skirts, dresses or shorts, nor bare midriffs, exposed cleavage or strappy tank tops.
- Do not wear hats or caps while volunteering (special circumstances excepted).
- T-shirts with graphics relating to violence, drugs, alcohol or sex are inappropriate.

BEHAVIOR

- Behave in a pleasant, courteous and professional manner at all times to all staff, fellow volunteers, and library users.
- Stay on the tasks your supervisor assigns to you. When you finish a task, let your staff contact know.
- **Consult library staff about any problems or emergencies immediately**, including any situations that may feel uncomfortable to you.
- If you are unsure of the answers, refer questions from the public to library staff.
- Keep "chit chat" with staff, other volunteers, friends or family members to a minimum while working. Excessive conversation while you are on duty may delay work, disturb library users and other staff, and provoke criticism of the library.
- Personal visits, telephone calls, texting or other personal business are not appropriate while you are on duty. If you carry a cell phone, set it to vibrate. Use of computers while on duty should be restricted to SRP tasks.
- Do not bring friends or family members into "staff only" areas and do not visit these areas yourself when you are not on duty.
- All Library Standards of Conduct will apply to you. Observe all safety rules.

MUTUAL RESPECT

- Guard your Words and Actions
 - Monitor comments, jokes, and behaviors in the workplace.
 - Do not demean anyone; treat coworkers like you treat customers
 - Refrain from engaging in an offensive or unwelcome manner
- The goal is to treat each other with honor and respect. It makes for a better volunteer experience for everyone!

ALWAYS FEEL FREE TO ASK QUESTIONS! 😊

I understand and agree to follow these rules, policies and procedures outlined above regarding my Teen Volunteer Experience.

Teen Volunteer Signature

Parent Signature

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(Prior to June 6, 2019)

Donna Martelotto Boyce
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