



2024 VolunTEEN Application

Please fill out the application below completely and return a physical *signed* copy to the library.

Applicants must be between the ages of 13 - 18 by August 31, 2024. In order to be considered for a VolunTEEN position, you must commit to attending your scheduled shifts EVERY WEEK throughout the summer. (Exceptions can be noted below.)

PARENT/GUARDIAN INPUT AND SIGNATURE REQUIRED.

This application is due by 5/20/2024. Expect to hear whether or not you have been accepted, and if so, to receive your summer schedule by 5/28/2024. Preference will be given to previous volunteers with good service and attendance records. All other applications will be reviewed as they are received.

FULL NAME: _____

PREFERRED NAME/NICKNAME: _____

PRONOUNS: _____ AGE (as of 8/31/2024): _____ GRADE (as of fall 2024): _____

EMAIL ADDRESS: _____

Please write a few sentences about why you are interested in being a VolunTEEN at the Ames Free Library this summer:

Will the hours you volunteer this summer be used to satisfy community service requirements?
(For instance: are you using these hours for Scouts or National Honor Society?)

- Yes
- No

If applicable, total hours needed: _____

Name of organization: _____

RESPONSIBLE PARTIES:

VounTEENs are a valuable part of the library's summer programming. Although unpaid, please consider this position as one of your teen's first jobs! It is important that they have transportation to and from scheduled shifts, that they attend all scheduled shifts, and that they commit to the entire summer (exceptions for vacation or camp weeks can be noted below). You are an important part of your teen's support system to make this summer experience a successful one!

PARENT/GUARDIAN NAME: _____

PARENT/GUARDIAN EMAIL ADDRESS: _____

1. Does the VolunTEEN have reliable transportation? (NOTE: this does not need to be their OWN transportation. They just need a reliable ride to AND from their scheduled shifts.)
 YES
 NO

2. Does the VolunTEEN have backup transportation if necessary?
 YES
 NO

SCHEDULE:

Teen, please select your top 3 shifts that you would be able to work this summer. We will make every effort to place you in a preferred spot but if we cannot place you in any of your top 3, we will contact you to see if we can find another arrangement.

Are you available to work every week between June 13 and August 28, 2024?

- YES
 NO

If not, which dates will you be unavailable to work?

Are you interested in working more than 1 shift per week?

- YES
 NO

Are you interested in being a substitute?

- YES
- NO
- MAYBE

Are you interested in volunteering at the kickoff party on Thursday, June 13? *This will involve setting up and supervising games and activities outside the library.*

Further information about times coming soon.

- YES
- NO

INSTRUCTIONS: Place a 1 in the specific box that corresponds to your first choice day & time slot, a 2 in the box of your second choice, and a 3 in the box of your third choice. *Most boxes will be left empty.*

	9:30 AM - 1:00 PM	1:00 PM - 4:30 PM	4:30 PM - 7:45 PM
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY		*Shift ends at 4:45 PM*	
SATURDAY	*Shift starts at 10:00 AM*	*Shift ends at 4:45 PM*	

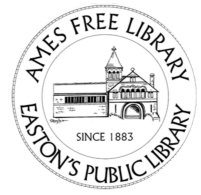
I have read and agree to the program expectations on the following page. I will communicate on my own behalf professionally and appropriately. I understand that if I do not attend my regularly scheduled shifts, I may be dismissed from the program.

APPLICANT'S SIGNATURE: _____ DATE: _____

I have read the program expectations on the following page and agree to help my child adhere to them. I will support my child's volunteer work by ensuring that they have reliable transportation for all shifts. I understand that if my child does not attend their regularly scheduled shifts, they may be dismissed from the program.

PARENT/GUARDIAN'S SIGNATURE: _____ DATE: _____

KEEP THIS PAGE FOR FUTURE REFERENCE



2024 PROGRAM EXPECTATIONS:

VolunTEENs will be expected to attend one orientation & training session before June 7. Prior to this orientation, VolunTEENs will receive a link to a short training video, which must be watched before attending orientation.

VolunTEENs must work at least one shift each week and will be expected to commit to the entire 11-week program; however, exceptions can be made (for example: a week off for camp or vacation) if disclosed during the application process. *Teens, let us know if you can't make a shift as early as possible.* We expect you to communicate and advocate professionally for yourselves. VolunTEENs may be dismissed from the program if they miss shifts, attempt last-minute changes, or otherwise do not adhere to the program expectations.

- Our VolunTEENs need to be cheerful, friendly, and patient every time they interact with a child. Always wear a smile! The kids participating in this program are excited to receive their beads and raffle tickets, and they are proud of the hard work they have done.
- We will be contacting you through email regarding substitution opportunities, program updates, or other pertinent information. You are responsible for checking your email. We will be communicating with you, not your parents/guardians.
- All VolunTEENs must be well-groomed and dressed appropriately. Remember, you are working with children and families. (Also, the children's room tends to get cold in the summer. We suggest layers to put on or remove accordingly!).
- Keep your language and conversations child-friendly at all times, whether you are speaking to a family, library staff, or your own peers.
- Visits from family & friends are discouraged to keep chatting and socialization to a minimum during your volunteer hours.
- Plan to eat a meal before or after your shift. You will not be given a lunch/dinner break during your volunteer shift.
- Phones are not allowed during volunteer hours (you may have them on your person but they may not be used at the library).
- You will be using a Chromebook for volunteer purposes only; music/headphones, web browsing, and video games are not allowed.

If there is downtime during a shift, you may be asked to assist with craft or program prep (count, cut, sort, etc.). You will not be handling library materials (e.g. shelving books). You may come prepared with a book or magazine to read!

VolunTEENs are expected to sign in and out for their shifts as directed during their orientation period. At the end of the summer, each teen will receive one copy of a form letter confirming their service hours performed. A record of those hours will be kept on file for reference for four years.

Students needing an additional written record of volunteer hours can request a copy by emailing teens@amesfreelibrary.org with at least one week's notice. ***Library staff cannot provide work or character references.***