

2026 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, 2026. 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 5/22/2026. Expect to hear whether or not you have been accepted, and if so, to receive your summer schedule by 6/5/2026. Preference will be given to previous volunteers with good service and attendance records. All other applications will be reviewed as they are received.

All VolunTEENs must attend an orientation & training session before 6/19/2026.

FULL NAME: _____

PREFERRED NAME/NICKNAME: _____ PRONOUNS: _____

AGE (as of 8/31/2026): _____ GRADE (as of fall 2026): _____ SCHOOL: _____

EMAIL ADDRESS: _____

Why are you 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 (to be filled out by TEEN applicant):

Are you available to work every week between June 26 and August 29, 2026?

- YES
- NO

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

Please provide the dates of all known camps/vacations that will prevent you from volunteering.

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 our Kickoff Party on the afternoon of Friday, June 26?

More information will be coming soon.

- YES
- NO
- MAYBE

SCHEDULING & AVAILABILITY

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.

INSTRUCTIONS: Choose your top 3 shift choices.

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*	

ADDITIONAL OPPORTUNITY: This summer, we will be holding Ice Pops & Popcorn, a weekly children's movie program at Queset House on Tuesday afternoons in July & August. We will need three (3) of you at Queset House from 1:00 - 4:30 PM *every* Tuesday to hand out snacks and coloring materials before and during the movie, then clean up after the program.

Are you interested in helping run this program from 1:00 PM - 4:30 PM every Tuesday in July and August this summer? If yes, please make sure that you noted all of the Tuesdays you will be unavailable on the previous page.

- YES
 NO

Are you interested in being a substitute/alternate for the Ice Pops & Popcorn program? You would be scheduled ahead of time to cover shifts that other VolunTEENs are unavailable for.

- YES
 NO

YOUR SIGNATURE IS REQUIRED ON THE NEXT PAGE!

Applications will not be considered unless the following signatures are completed. Please remember that we have limited capacity of summer VolunTEENs. We will do our best to accept as many suitable applicants as possible, but cannot guarantee a spot for everyone. **The earlier you submit your application, the more likely you will be to secure a spot on the schedule.**

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



2026 PROGRAM EXPECTATIONS:

VolunTEENs will be expected to attend one orientation & training session before June 19. 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 10-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 dragon cards & mystery beads, 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 temperature in the children's room is often unpredictable. 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 strongly 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 during your shift).
- 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 should plan to 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 (4) 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.