

Children's & Teen Services Summer 2019 Volunteer Application

DUE BY Monday, May 6th, 2019, 9PM

Longmont Public Library

409 4th Ave. Longmont, CO 80501 303.651.8477



The Library has 20 teen volunteer positions available this summer. Teen volunteers develop new skills and gain practical experience while providing a valuable service to the community. Applicants are required to turn in completed applications to the Library's Children's and Teen desk by **May 6th**. Applicants will be notified to set up an interview with a librarian. Interviews are required. After interviews, applicants will be notified by **May 20th** if they receive a volunteer position. Teens must be 14-17 years old and be consistently available from **May 28th - August 3rd** in order to be considered for volunteer openings. Volunteer shifts are for two hours at a time and volunteers may not exceed 3 shifts per week. Volunteering begins May 30th. Volunteers must attend one **Volunteer Orientation, will be offered May 28th & May 29th**.

APPLICANT INFORMATION:

Name _____ Date _____

Address _____ City _____ Zip _____

Phone _____ Age _____ (**volunteers must be at least 14 yrs. old**)

Email _____

School _____

Have you volunteered at the Longmont Library before? _____

Are you volunteering to earn service hours for school? _____

Please circle the summer volunteer positions you are interested in (see reverse side for description of positions).

General Volunteering Program Assistant

EMERGENCY CONTACT:

Name _____

Phone _____ Relationship _____

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Return this application to Claire Studholme at the Children's & Teen Services desk.

Questions? E-mail claire.studholme@longmontcolorado.gov or call 303.651.8891.

TEEN VOLUNTEERS – Summer 2019

Summer Volunteer Positions

- **General Volunteering:** Shelve books, CDs, and magazines, help create teen booklists for suggested reading, write book reviews, straighten and clean up in the Children's & Teen areas.
- **Program Assistant:** Assist librarians with special summer events, such as Maker Mondays, Thursday Concerts, Friday Films, and other events . Help set up, clean up, and staff these events.
- **Summer Reading Registration:** Help children sign up for Summer Reading Program.

Application Process & Orientation

A limited number of volunteer positions are available in the Children's & Teen Services area for Summer 2018. You must complete a volunteer application AND interview with Claire. Once accepted, volunteers will need to attend a **Volunteer Orientation program on Tuesday, May 28st from 10-11AM or 6-7 PM; or Wednesday, May 29^h from 2-3 PM.**

Question

Why do you want to volunteer at the Library? _____

Qualifications & Skills

Key skills include:

- Flexibility: willingness to perform a variety of projects and tasks.
- Communication and listening skills: willingness to ask questions if projects/tasks are unclear.
- Dependability: willingness to complete assigned projects/tasks and fulfill volunteer commitment.
- Follow instructions: able to work independently and focus on fairly detailed tasks.
- Cooperative: works well with other teen volunteers and staff members, has a positive attitude.
- Respectful: respects the diversity of people at the Library.

Longmont Public Library volunteers are asked to:

- Sign in when you arrive and sign out when you leave.
- Wear a volunteer nametag whenever you are working in the library.
- Dress in work appropriate attire.
- Let us know if you can't work during your assigned time. We depend on you!
- Show up to work alone; no younger siblings, babysitting charges, or friends.
- Be on time.
- Respect others, library patrons and library staff.
- Show initiative and a desire to be volunteering at the library.

I can do that! Signed _____

Parent/Guardian Signature _____

If you have special needs or require reasonable accommodation for you to participate in volunteer programs offered by the Longmont Public Library, call 303-651-8891.

For More Information:

E-mail claire.studholme@longmontcolorado.gov or call 303.651.8891.