

Teen Volunteer Agreement

What you can expect from the Library:

- The Library staff will work with you to try to resolve problems with scheduling or assigned tasks.
- Please tell us if there is a problem.
- The Library staff will assist with any difficulties with Library users, including lines of waiting people.
- The Library staff can provide, upon your request, documentation of community service hours based on your timesheet. Please see the teen librarian for further details.

What's expected of you:

Consider this volunteer opportunity just like a job – you must be on time, courteous and enthusiastic. Try your best to follow the volunteer guidelines and give your best effort to assigned duties. Remember, you are representing your Library.

As a teen volunteer for SCLSNJ, I agree to the following guidelines:

- I will arrive at the Library at my assigned time and notify a staff member I am here.
- I will keep track of my schedule.
- If I cannot make a scheduled shift, I will call the Library and tell a staff member or leave a message. This call should be made one day prior to the absence or as soon as possible.
- I understand that rescheduling a missed shift may or may not be possible.
- I will make sure that my ride home arrives before the Library closes.
- I will wear a volunteer nametag while I am working.
- I will focus on my volunteer assignment and keep socializing to a minimum.
- I will perform my assigned duties in a pleasant manner, being courteous and respectful to all Library users, staff members and other volunteers at all times.
- I agree to keep confidential any personal information I may encounter regarding Library users, staff members and other volunteers.
- I will refer Library users to the staff when questions arise that are not directly related to my duties.
- I will not bring food or drink into the Library, with the exception of water bottles with caps.
- I will keep my cell phone on vibrate and will not make or receive any calls that are not emergencies. If I must take an emergency call, I will tell a staff member.
- I will not use any electronic devices while volunteering.
- I will wear appropriate attire to the Library. No bare feet, no bathing suits, no exposed midriiffs, no shorts and skirts that are higher than two inches above the knees, no clothing with offensive or threatening messages, no revealing or distracting attire, etc. A Library staff member may cancel my volunteer shift for the day if I fail to follow this guideline.
- I will maintain a positive attitude and set a good example.
- At the discretion of the Library staff, I may be asked to stop volunteering if I fail to follow these guidelines or if I have repeated call-outs or no-shows.

Thank you for taking the time to fill out this application. We are pleased that you are interested in volunteering with us. When you sign below, you are stating that the information you have provided is true, and that you understand and accept our guidelines for volunteering. Your volunteer supervisor will explain your specific assignments in detail on your first day.

Volunteer's Signature _____

Date _____

Parent or Legal Guardian's Signature _____

Date _____

FOR STAFF USE ONLY (Below)

Date received _____ Staff initials and branch _____ References: 1 _____ 2 _____