

Teen Volunteer Application Packet – Summer 2017-Spring 2018

Welcome!

Thank you for your interest in the Teen Volunteer Program at Finkelstein Memorial Library. We welcome all teens that want to participate in making their library and community a better place for all.

Volunteering will help develop your interpersonal and communication skills as well as leadership skills as you work in this team environment. Volunteering is also a great way to gain job experience, learn responsibility, and to fulfill your community service requirements.

Volunteering at the library consists of helping the library staff with programs for children ages 0-11 years old. You may be asked to help with crafts, participate in special projects, assist with the Summer Reading Game, or *you* may come up with a wonderful idea for a program that will benefit the library.

Please read the following volunteer rules and guidelines carefully. Every teen volunteer must attend orientation. If there is no orientation scheduled you will be asked to meet with Jessica Gordon to go over rules and regulations and to set up your volunteer schedule.

We look forward to working with you!

Youth Services Librarians:

Sue Donohue
Jessica Gordon
Liz Marcus
Gaby Zino-Villanueva
Kayla Whidbee
Susan Alicea
Sue Schwartz

Youth Services Staff:

Chris Coleman
Lisa Allen
Arlene Elkholy
Jennifer Fratello
Tamar Naftaly

Teen Volunteer Requirements

1. An application is required for each volunteer.
2. Each applicant must be 12 years of age or older.
3. Each applicant must have a valid library card from his/her home library.
4. Homework Help volunteers must have both a copy of a current transcript (unofficial is acceptable) and a letter of reference. Summer Reading Game Volunteers only need a letter of reference.
5. Every volunteer must attend an orientation or an interview with Jessica Gordon.
6. Volunteers are expected to keep the schedule they have created with Youth Services Staff. If changes need to be made, contact Jessica Gordon so a replacement can be found for your time slot.
7. Volunteers are required to stay in the assigned area for the duration of the scheduled time slot. If you must leave the area, let a library staff member know.
8. Eat your lunch or snacks prior to your scheduled work time. No food or beverages are allowed in the library unless they are part of a program.
9. If you have conflicts with another volunteer or a patron report it to a library staff member immediately.
10. Contact Jessica Gordon at 845-352-5700 ext. 204 (fmlteen@rcls.org) if you need to change a volunteer time slot that you have already scheduled, if you need to call out sick or if you have any other questions that relate to teen volunteer service at the library.
11. Volunteer schedules will be posted on the Teen Volunteer Board on the ramp in the Children's Room. Volunteers may **not** alter these schedules themselves. Please ask a library staff member to make changes if you need to add or remove your name from the schedule.

12. Volunteer will help register and explain reading game to participants and only answer questions regarding the game. If the patron has additional questions about the library, materials or resources, refer patron to a library staff member.

13. When volunteer shift is done, game stations should be cleaned up and put in order for the next session

Summer Reading Game

Mission:

Teen Volunteers will help to provide summer enrichment to elementary school children through the activities provided by the library during the Summer Reading Game.

Computer Help Program

Mission:

Middle school and high school volunteers assist elementary school students with the computer as they do their homework.

Homework Help Program

Mission:

Homework Help matches elementary school students with high school student volunteers for help with their schoolwork.

ADDITIONAL REQUIREMENTS

1. Candidate must be a high school student.
2. Student must have an average of 80 or higher in his/her core classes, with a copy of a current transcript (unofficial is acceptable) and a recommendation from a teacher to be handed in along with application.