

## Teen Volunteer Application Packet

### Welcome!

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

We know that this experience will help develop your interpersonal and communication skills as well as leadership skills as you work in this team environment. Volunteering is 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; infant through 11 years. You may be asked to make name tags, help with crafts, participate in special projects, read to children, assist with the Summer Reading Program or *you* may come up with a wonderful idea for a program that will benefit the library.

Enclosed you will find a list of Youth Services rules and guidelines. Every teen volunteer must attend orientation. If there is no orientation scheduled you will be asked to meet with the Teen Librarian as well as administration 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  
Christina Linder  
Liz Marcus  
Elyse Stoller  
Jessica Gordon  
Gaby Zino-Villanueva  
Sue Schwartz

#### **Youth Services Staff:**

Chris Coleman  
Arlene Elkholy  
Lisa Allen  
Tamar Naftaly  
Jennifer Fratello

## Teen Volunteer Requirements

- An application is required for each volunteer.
- Each applicant must be **12 years** of age or older.
- Each applicant must have a valid library card from his/her home library.
- Homework Help volunteers *and* summer volunteers interested in participating in Reading Buddies must have both a copy of a **current transcript** and a **letter of recommendation** printed on letter head.
- Summer Reading Program Volunteers (who are not Reading Buddies) only need a **letter of recommendation** printed on letter head. *No hand written letters of recommendation will be accepted.*
- Every volunteer **must attend** a 1-hour an orientation or an interview with Christina Linder or Jessica Gordon. Reading Buddies should plan to stay for 1.5 hours.
- Each volunteer is required to wear an identification badge while on duty.
- Volunteers are expected to **keep the schedule** they have created with Youth Services Staff. If changes need to be made, contact Christina Linder or Jessica Gordon so a replacement for your time slot can be found.
- 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.
- Eat your lunch or snacks prior to your scheduled volunteer time. **No food or beverages** are allowed in the library unless they are part of a program.
- If you have conflicts with another volunteer or a patron report it to a library staff member immediately.
- Contact Christina Linder or Jessica Gordon at 845-352-5700 ext. 237 ([fm1teen@rcls.org](mailto:fm1teen@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.

## Summer Reading Program

This program is a cooperative learning experience shared between high school, middle school, and younger school children in the East Ramapo Central School District. Teen Volunteers will help to provide summer enrichment to elementary school children through the activities provided by the library during the Summer Reading Program.

### Reading Buddies

This program pairs volunteers and children going into grades 1-3 for 15 minute reading sessions. The child can read to the teen, or the teen to the child. Reading during the summer is essential in preparing children for the following school year.

### REQUIREMENTS

- Summer Reading Program Volunteers need a **letter of recommendation** printed on letter head. *No hand written letters of recommendation will be accepted.*
- Reading Buddies need a **letter of recommendation** and a most recent **report card**. They will also need to stay at the orientation for an additional half an hour.
- Candidate must like working with younger children.
- Knowledge of a second language in either Spanish and or French would be helpful.
- Candidates should be prepared to make a commitment of 2 or more hours per week between the last week of June through the second week of August.

### GUIDELINES

- Volunteer schedules will be posted on the Volunteer Board (on the ramp). Schedules of volunteer time will be made with the Teen Librarian.
- Volunteer will help register and explain the reading program to participants. Volunteers will only answer questions regarding the program. If the patron has additional questions about the library, materials or resources, refer patron to a library staff member.
- Volunteer will man the booth for the Summer Reading Program. This includes, for each child: Check-in, Spin Wheel, Answer Question, Earn "Power Bucks," Game Board, Issue Reading Log, Shop at Prize Store.
- Volunteer will help with setting up and putting away of the prize table at the beginning and end of the day.
- If volunteer is working the prize store they are to keep the tables neat and clean. If supplies are low the volunteer will inform a library staff member immediately.
- When volunteer shift is done, program stations should be cleaned up and put in order for the next session.

## Homework Help Program

### Mission:

This program is a cooperative learning experience shared between high school and younger school children in the East Ramapo Central School District. It is designed to match elementary and middle school students needing homework help with high school student volunteers.

### REQUIREMENTS

- Candidate must be a caring and responsible individual enrolled in one of the surrounding area high schools of the East Ramapo School District.
- Student must have a cumulative grade point average of 80 or higher in their core classes, with a copy of a current transcript and recommendation on letter head from a teacher to be handed in along with application. *No hand written letters of recommendation will be accepted.*
- Knowledge of a second language in either Spanish and or French would be helpful.
- Good communication skills are also required.
- Candidates must make a commitment of 2 or more hours each week for a period of one semester.

### GUIDELINES

- Volunteer schedules will be posted in the volunteer sign in binders. Schedules of volunteer time will be made with the Teen Librarian.
- A teen volunteer will work with students in small groups or on a one-to-one basis.
- A library staff member will be on hand during the program to assist the teen volunteer with the list of homework requests.
- If the student is 10 or under, caregivers must be told by the teen volunteer that they need to remain in the library during the course of this program in case of emergency.
- If the student is 10 or under, it is the teen volunteer or library staff member's responsibility to reunite child and caregiver after homework is complete.