

TEEN VOLUNTEERS

Guidelines for Volunteers: Please keep this page.

- Teen volunteers must complete an application form.
- All personal information about the teen volunteer is for internal use only.
- Written parental permission will be needed for volunteers under 14 years of age.
- Teen volunteers are limited to a maximum of two-hour blocks of time, unless otherwise agreed upon.
- Teen volunteers are responsible to track their time on a volunteer sign-in page.
- Teen volunteers must maintain the confidentiality of **ALL** library information.
- Upon request, Radnor Memorial Library may provide letters of reference for the teen volunteer.

Volunteer duties may include, but are not limited to:

- Cleaning—materials, toys, shelving, computer equipment
- Handouts—making copies, folding, cutting, stapling
- Helping with special events or programs
- Preparing craft projects for Children's Department
- Preparing library items for removal as directed
- Removing stickers from library items as directed
- Reshelving books and other materials
- Straightening shelves

Attendance: If you cannot attend, or are going to be late, please call. Any volunteer who fails to show up for scheduled hours, without prior notice, 2 or more times may be dismissed.

Personal Conduct: Staff and volunteers alike are asked to speak quietly and be courteous and considerate of others. If patrons ask them for assistance, volunteers should direct patrons to a staff member. Radnor Memorial Library reserves the right to terminate the association between the volunteer and the library at any time. Grounds for dismissal include, but are not limited to, failure to adhere to policies and procedures of Radnor Memorial Library, unsatisfactory work, and inappropriate behavior.

Dress Code: Volunteers are expected to dress neatly and modestly. No clothes with political/controversial messages are allowed while volunteering.

Emergencies: If you should have an accident or witness an accident, please notify a staff member immediately.

Using Computers: Volunteers assisting with computer work should seek the help of a staff member.

Volunteers Forms for School/Civic Organizations: Volunteers must submit any verification forms required for school/civic organizations no later than one week prior to the due date. This is to ensure that staff members have ample time to verify information and complete forms.

We look forward to your service as a volunteer for the Radnor Memorial Library!



TEEN VOLUNTEERS

Please fill out the following and return to the Youth Services Information Desk:

First Name: _____ Last Name: _____ Date: _____

Address: _____ City: _____

State: _____ Zip: _____ Email: _____

Phone: _____ School: _____ Age: _____

Please answer the following:

Describe any previous volunteer or work experience in a library setting.

Do you enjoy working with children? _____

Please describe any previous experience working with children.

Why are you interested in volunteering? _____

Are you looking to fulfill a certain number of required volunteer hours? _____

If yes, how many hours do you need? _____ What is your deadline for completing these hours? _____

Please tell us what you would like to do as a volunteer in the library:

Please list the times and days of the week that you are able to volunteer. *Volunteers are welcome Monday-Friday between 9AM and 5PM and during weekend events.*

Please read the following and sign:

I certify that the answers contained in this application are true and complete to the best of my knowledge. My volunteer service is conditional upon the completion of this application. I am offering my services as a volunteer. I have read Radnor Memorial Library's Volunteer Policy and accept all terms and conditions.

Signature: _____ Date: _____

Parental Signature (if under 14 years of age): _____

Please contact Maria Zervos at 610-687-1124 x42 or mzervos@radnorlibrary.org if you have questions.