

Summer Library Program Youth Volunteer Application

Oregon Public Library

Thank you for your interest in becoming a Summer Library Program Volunteer at the Oregon Public Library. All applicants **must** be age 12 or over by **June 9, 2023**. Volunteers will assist with the Summer Library Program by registering patrons of all ages, answering questions and handing out prizes. There are also events that will need volunteer support.

Applications due Friday, June 2nd, 2023

Please read the application thoroughly. Complete all sections, and sign on back side.

Applicant information:

Last name: _____ First: _____ Middle: _____

Current school: _____ Current grade: _____ Date of Birth: _____

Email: _____

Please use email you will check regularly!

Address: _____

Home phone: _____ Other phone: _____

What other volunteering have you done? _____

Volunteers are asked to work at least 15 hours between June 7 and August 19.

Please be sure the ALL blanks on this application form are completed, including your signature, and the signature of a parent (if you are under age 16). If you have any questions about the program, please contact Kelly at 835-6265 or oreyouth@oregonlibrary.org.

Please plan to attend one training session:

Wednesday, June 7th from 6-7 pm

Tuesday, June 13th from 11 am-noon or 1–2 pm

We will email you the link to sign up for your training session on **SignUp.com** beginning June 1st.

Contact Kelly at 835-6265 or oreyouth@oregonlibrary.org if you can't make one of these times.

Thank you and we look forward to working with you this summer!

Kelly and Wendy

Please read the application thoroughly. Complete all sections, and sign below.

I have read the application form completely and I agree to work responsibly and conscientiously at my volunteer duties. **I will plan to work for at least 15 hours between June 7 and August 19.** I will behave appropriately in the library. I will keep track of my time worked and duties performed. I understand that my services are being offered on a voluntary basis without anticipation of financial remuneration. I shall indemnify and hold harmless the Village of Oregon and the Oregon Public Library, its board and officers, agents and employees from and against all claims, demands, loss or liability of any kind or nature for any possible injury incurred during volunteer service.

IMPORTANT! Please read!

We use **SignUp.com** (an online sign-up and reminder tool) to organize our volunteer sign-ups. We will email volunteers a link to **SignUp.com** to manage their sign-ups. Volunteers are responsible for signing up for volunteer times and keeping track of their schedule. **Please make sure you will check your email regularly.**

Note: SignUp does not share your email address with anyone. If you prefer not to use your email address, please contact Kelly and she can sign you up manually.

Children and adults participating in the Oregon Public Library Summer Volunteer Program may be photographed by newspaper reporters/photographers, library staff members, or others involved with the program. I acknowledge that Oregon Public Library may use such images of me and/or my minor custodial children with or without my name or their names and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content. Parents who do not want their children photographed should notify the Oregon Public Library in writing.

Volunteer Signature: _____

Parent/Guardian Information (if applicant is under age 16)

_____ I have read the application form with my child and agree with the information provided.

_____ I agree to help my child be responsible for their assigned volunteer hours.

Print Name: _____ Phone Number: _____

Signature: _____ Email: _____

Applications due June 2nd, 2023

Staff Use Only

Received application: _____.

Emailed sign-up link: _____.

Training scheduled: _____.

Last updated 5/2/2023 10:22 AM

PLEASE KEEP THIS PAGE FOR YOUR RECORDS!

Responsibilities and requirements of a SLP Youth Volunteer

General Guidelines

1. Contact the library immediately at 608-835-3656 if an emergency prevents you from working your shift.
2. Read! Share job of books, reading and the library with children.
3. Be reliable, responsible, honest and mature.
4. Respect children, their parents and library staff.
5. Show good thinking ability and problem solving skills.
6. Show enthusiasm for your job.
7. Be ages 12-17 years old; complete an Oregon Public Library volunteer application
8. Dress neatly, arrive on time as scheduled, use appropriate language, speak quietly, converse with friends after and not during volunteer hours.
9. Do not enter library offices or go behind the circulation desk without permission
10. Do not attempt to contact library program children outside of the library setting or offer to walk or drive library children anywhere.
11. Report any concerns or problems to a library staff member immediately.
12. Respect the privacy and confidentiality of patrons and staff.

Summer Library Program (SLP)

1. Become familiar with how the SLP works. Ask questions as often as needed.
2. Assist with SLP registrations for all ages; hand out prizes.
3. Set a good example for others by reading while you are at the SLP table.
4. Attend a training session or arrange one with Kelly.

Programs

1. Sign up to help at programs.
2. Become familiar with the event for which you signed up to help.
3. Arrive and depart at your scheduled time.

Tasks

1. Help with general library tasks as assigned (stamping, cutting, shelf reading).
2. Take the initiative to find useful things to do while working so you do not get bored and so that you gain the most from your experience. Ask permission from the library staff before working on projects.
3. Keep the children's area neat; pick up books, put away puzzles, push in chairs, etc.

Notes: You may be dropped from the program with or without warning if your behavior dictates such. Upon request, we will write a letter of recommendation for volunteers who have completed at least 15 hours of service, have shown outstanding library behavior, and have demonstrated enthusiasm and commitment in working at the library and with the library staff.

If you have any questions about the program, please contact Kelly and Wendy at 835-6265 or oreyouth@oregonlibrary.org.