

William Leonard Public Library District
Teen Volunteer Application and Policy



To apply to the Teen Volunteer Program at the William Leonard Library, fill out this form completely and neatly. An incomplete form will not be accepted. Hand this application in at the Circulation Desk in the library.

Direct any questions to the Director, Kimberly, at Kharris@thewlpld.org.

You will be notified by email if you have been selected for a volunteer interview.

Name: _____ Age: _____

Address: _____

Telephone #: _____ Emergency Contact #: _____

Email address: _____

School: _____ Grade: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

List 3 programs/tasks you would like to volunteer for, in the order of preference. See the back of the Teen and Tween Calendar for current opportunities.

How long do you intend to volunteer at the library? Please provide exact dates if known.

Why do you want to volunteer at the library?

Volunteer Opportunities

Cleaning Books & Toys

Wipe down books and clean toys in the Children's Department.

Craft Prep Team

Cut, glue, and assemble pre-prep craft supplies for upcoming kids crafts.

Program Helpers

Assist with setup and monitoring of library programs, movies and events.

Reading Buddies (Teens ages 13-18 only)

Teens will be trained to help build confidence in younger readers by providing assurance and feedback during one-on-one reading sessions.

Robbins Parade & Juneteenth Volunteers (6 hours)

Walk in the Robbins Celebration parade, and hand out freebies to people in the crowd and work the table at the Robbins Annual Juneteenth Celebration

Summer Reading Registration (Teens ages 13-18 only)

Teens will be trained to register patrons for the summer reading challenge, help with reading logs and award prizes for all ages and levels.

Tech Helpers

Assist instructors in computer classes or work one-on-one with individuals who need tech help.

Tidying the Stacks

Putting up shelf ready books and helping to make material collections attractive and easy to navigate

William Leonard Public Library District

13820 Central Park Ave.

Robbins, IL 60472

708.597.2760

<http://www.williamleonardlibrary.org>

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Teen Volunteer Policy

- Teens must be at least 13 years old to volunteer.
- All teens must fill out a volunteer application and hand it in to the Circulation Desk.
- If your application is being considered, you will receive an email from kharris@thewlpld.org.
- Prior to volunteering, all teens must meet with the Librarian for a short interview.
- Each teen is responsible for filling out his/her Volunteer Timesheet in the Binder each time he/she volunteers.
- If a program has little or no attendance the volunteer may be asked by a librarian to help out with another library related task instead. Teens who do not wish to do so will not receive community service hours for that particular program.

Attendance: All teens are responsible for coming to any programs or community service hours they have committed to. Teens must provide at least 24 hours' notice, by phone or email, if they cannot attend. Call the Circulation Desk at 708.597.2760 or email Kim Harris at kharris@thewlpld.org. Teens who fail to attend their volunteer hours without prior notice more than 2 times will no longer be permitted to volunteer for the library.

Volunteer Forms for School/Civic Organizations: Any volunteer forms that must be signed should be given to the Director. Volunteer forms may not be signed by other staff members. Each volunteer may also receive one written letter at the completion of their volunteer service, which must be requested at least 1 week prior to the due date.

