



Henry County Public Library

Teen Summer Volunteer Program

The Teen Volunteer Program is for youth ages 12-18 entering grades 7-12 or just completing grade 12. It is an opportunity for teens to interact with people of all ages, demonstrate cooperation and responsibility, and develop job skills and good work habits.

Volunteers are vital to the success of the Henry County Public Library Summer Learning Program. If you are interested and can commit to 10 or more volunteer hours between June 1 and August 10, please read the following information and complete the attached form. Return it to the Henry County Public Library by the deadline.

Teen Volunteers who complete their volunteer work will receive a certificate and an invitation to a special recognition gathering for Teen Volunteers. All volunteers will be given an official volunteer t-shirt.

Per library policy, all volunteers ages 17 and over must have a background check on file at the library. Background checks will be paid for by the library. If you are under 13 or have previously participated in the Teen Summer Volunteer Program you do not need to fill out the background check form. Background check forms will be filled out upon acceptance into the program.

Deadline: Please read this application carefully and return the signed contract to the Henry County Public Library no later than **Saturday, May 3**. Applications can be turned in at the library or emailed to suzanne@henrylibrary.org. Volunteers chosen for the program will be required to attend a special volunteer orientation prior to their first shift. Applicants who meet the requirements for the program will receive a call to confirm orientation dates by Tuesday, May 6.

For questions or more information contact:

Teen Volunteer Coordinator
Suzanne M. Banta
845-5682/Suzanne@henrylibrary.org



Please keep this page for your records.

Volunteer Orientation Date: _____

RESPONSIBILITIES AND REQUIREMENTS OF A TEEN VOLUNTEER

GENERAL REQUIREMENTS

1. This program is for youth ages 12 to 18 who have completed the 6th grade and submitted a volunteer application and completed the interview process.
2. Dress neatly, arrive on time as scheduled, use appropriate language, speak quietly, converse with friends after, not during, volunteer hours, and behave responsibly and maturely at all times.
3. Volunteers must adhere to the library dress code. T-shirts with logos or inappropriate images (think inappropriate for school) and open-toed shoes, like sandals or flip-flops, are not allowed. Each volunteer will receive a t-shirt they can wear on their shift.
4. Do not enter any library offices or go behind the circulation desk without permission.
5. Let Suzanne know about schedule changes as soon as possible, especially if you exchange hours with other volunteers.
6. Call the library immediately if an emergency prevents you from working your shift.
7. Do not initiate discussions of religious, political, or other personal matters with library patrons.
8. Do not attempt to contact library children outside the library setting; do not offer to walk/drive library children anywhere.
9. Report any concerns or problems to a library staff member immediately.

CELL PHONE POLICY (updated for 2025)

Participants in the Teen Summer Volunteer program are not permitted to use their cell phones during their shift, except when allowed by program supervisors. During library programs, cell phones will be kept in the Youth Services Department Offices. If a volunteer needs their cell phone for any reason, e.g. calling a ride or receiving a phone call when their ride is at the library, they can let a program supervisor know and the supervisor will make sure their phone is made available to them.

SUMMER LEARNING VOLUNTEER TASKS

Tasks include, but are not limited to:

- Enrolling participants in the summer learning program, awarding prizes, and entering Summer Learning data into a digital platform
- Helping during summer learning events. This includes program set-up and clean-up
- Putting together take-and-make kits for summer learning participants
- Working on projects to prepare for summer programming
- Helping to keep the Children's Room, Juvenile Fiction area, and Teen Area neat and clean throughout the summer

Application for Teen Summer Volunteer Program

Complete ALL blanks completely and neatly, including your signature and the signature of your guardian. **Application Deadline: Saturday, May 3 at 3 p.m.**

NAME: _____

AGE: _____ CURRENT GRADE: _____ T-SHIRT SIZE: _____

CURRENT SCHOOL: _____

HOME PHONE: _____

CELL PHONE: _____

EMAIL: _____

STREET ADDRESS: _____

CITY/STATE/ZIPCODE: _____

LEGAL GUARDIAN NAME(S): _____

The best way to contact me for reminders and announcements is:

___ Home Phone ___ Cell Phone (___ call ___ text)

Other: _____

Shirt Size (Volunteer shirts are sized for adults): _____

IMPORTANT!! WE ARE LOOKING FOR VOLUNTEERS MAY 31 – AUGUST 9

Volunteers will receive their schedule for the first two weeks of summer at orientation. After that schedules will be emailed to the email listed in this application and made available for pick up at the library.

Please indicate the days and times you are available to volunteer in the chart below. Library hours are 10 am-7 pm Monday-Thursday, 10 am-5 pm Friday, and 10 am-3 pm Saturday. There is a potential for Friday night and Saturday night programs.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

I cannot work the following days/weeks: (examples: vacation plans, camps, music lessons, etc.)

Please check all that you would have an interest in helping with:

- | | |
|--|---|
| <input type="checkbox"/> Program Registration | <input type="checkbox"/> Program Set Up/Clean Up |
| <input type="checkbox"/> Assisting during programs | <input type="checkbox"/> Assisting with Arts and Crafts |
| <input type="checkbox"/> Photography | <input type="checkbox"/> General Library Tasks |
| <input type="checkbox"/> S.T.E.M. Programs | <input type="checkbox"/> Decorating |

This is not an all-inclusive list, nor does it obligate you to work in these areas. It just gives us an idea of what you are interested in.

Please briefly list other volunteer work you have done, any special interests you have, and your experience with and knowledge of the Henry County Public Library.

Please briefly explain why you want to be a part of the Teen Summer Volunteer Program.

Teen Summer Volunteer Program Contract

Please read all information and the application thoroughly, front and back. Complete all sections of the application, then initial and sign below.

___ I have read the information sheet and application thoroughly.

___ I agree to work responsibly and conscientiously at my volunteer duties.

___ I will work at least 12 hours between May 31 and August 9 as a teen volunteer.

___ I agree to behave appropriately while being a representative of the Henry County Public Library.

___ I agree to call Suzanne when I am unable to work during my scheduled volunteer time.

Teen Volunteer Signature: _____

Date: _____

PARENT/GUARDIAN PERMISSION: Please initial and sign the agreement below.

___ I understand that my child has agreed to be a part of the Teen Summer Volunteer Program during the weeks of May 31 through August 9. I understand that my child's phone or email may be used by the library to send out important reminders and announcements. I understand that my child is responsible for knowing his/her schedule and being on time for volunteer hours.

___ I have completely read the information sheet and application with my child and agree with the information provided.

___ I agree to help my child be responsible for the dates and times they are scheduled to work.

___ I consent to the use of photographs or videos of my child, taken during community service, to be used by the Henry County Public Library in exhibits or media this year and in the future. I understand that this consent is not a requirement to participate in the program.

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

Orientation Dates: Please select the Teen Volunteer Orientation Session that works best with your schedule. At orientation, you will be given all the information you need to have a successful summer at the library.

___ Thu, May 8, 4:30 p.m.

___ Mon, May 12, 4:30 p.m.

___ Wed, May 14, 4:30 p.m.

___ Sat, May 17, 11 a.m.