

# TEEN VOLUNTEER APPLICATION



March 31, 2019

Dear Summer Teen Volunteer applicant,

Thank you for your interest in volunteering at the Parkland Community Library for the summer of 2019.

This volunteer position is an opportunity for you to support the library community and to gain experience working in a professional environment. The Teen Summer Volunteer program can be listed on college resumes and/or counted as community service hours for school, religious organizations, scouts, etc. We request a commitment from shelvees of at least 2 hours per week for 8 weeks between June 24<sup>th</sup> and August 3<sup>rd</sup>, 2019. For event assistants, we ask for 15 hours of time committed to events.

On the reverse of this page are descriptions for the two positions available: shelvee and event assistant. Please review them, decide which you would like to apply for and make sure you meet all of the requirements and are willing to take on the duties and responsibilities. **Return your completed application to Amanda Evans, Teen Services, by May 1, 2019.** *Previous Summer Library Interns must fill out a new application.*

There is also the opportunity to receive volunteer hours from volunteering at the Friends of the Parkland Community Library's annual book sale. The book sale runs from July 26<sup>th</sup> to July 28<sup>th</sup> and you can gain a large number of hours in a short amount of time by participating in this. This is separate from your responsibilities as a shelvee or event assistant. Please e-mail me for more information.

**You are required to attend an interview.** Drop by at any time during the following dates for a 5-minute interview.

- May 7<sup>th</sup> – 6-7:30pm
- May 9<sup>th</sup> – 4-6pm
- May 11<sup>th</sup> – 2-4pm

Please make sure you return your completed application to the library by May 1<sup>st</sup>. If you cannot attend any of these dates, please contact me before May 1<sup>st</sup> and we will set up an alternate time.

Applicants will be notified of their application's status by **May 19<sup>th</sup>**.

**Please put the following dates on your calendars:**

Orientation for Event Assistants: **Thursday, June 6<sup>th</sup> 6:30-7pm**

Shelvee Orientation/Training: **Saturday, June 8<sup>th</sup> 1-2pm**  
**OR Thursday, June 6<sup>th</sup> 7-8pm**  
**OR Monday, June 10<sup>th</sup> 5-6pm**

Students chosen as shelvees are required to attend one of these meetings. You will be reminded of these dates if you are hired.

If you have any questions, please e-mail me at [evansa@parklandlibrary.org](mailto:evansa@parklandlibrary.org).

Sincerely,

Amanda Evans  
Teen Services  
610.398.1361 x19

[parklandlibrary.org](http://parklandlibrary.org) | Phone: (610) 398-1361

Fax: (610) 398-3538 | 4422 Walbert Avenue  
Allentown, PA 18104

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## Teen Summer Intern Position Descriptions

**Teen Summer Intern: Shelver**- Assists the Youth Services staff with shelving, organizing, and cleaning library materials, and other duties as assigned.

### Duties and Responsibilities:

- Shelves library materials in specific, assigned area(s)
- Shelf-reads in assigned area(s) (making sure books are in the correct order on the shelf)
- Cleans books, shelves, and toys
- Records hours and work completed
- Adheres to the library's dress code
- Advises supervisor when unable to keep the scheduled commitment.

### Qualifications and Requirements:

- Entering at least 8<sup>th</sup> grade in the fall
  - Able to commit to 8 of the 10 weeks available during the summer
  - Able to commit to 2 hours per week
  - Able to work independently and carry out assignments to completion.
- 

**Teen Summer Intern: Event Assistant**- Works with the Youth Services staff assisting with library programs, preparing crafts, and other duties as assigned.

### Duties and Responsibilities:

- Assists with children's programs
- Prepares materials for crafts
- Records hours and work completed
- Arrives ½ hour before the program is set to begin
- Adheres to the library's dress code
- Advises supervisor when unable to keep the scheduled commitment.

### Qualifications and Requirements:

- Entering at least 8<sup>th</sup> grade in the fall
- Able to commit 15 hours to attend programs at the library and other sites
- Advises supervisor when unable to keep the scheduled commitment.

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**Parkland**  
**Community Library**  
 CONNECT • DISCOVER • GROW

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Application Date: \_\_\_\_\_

Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Grade in Fall 2019: \_\_\_\_\_ School: \_\_\_\_\_

Have you worked at Parkland Library before? YES NO Do you have a library card in your own name? YES NO

Library Card Number: \_\_\_\_\_

I am interested in (circle one): **Shelving** **Event Assistant**

Intern Signature: \_\_\_\_\_

I give permission for my son/daughter to be a teen intern: \_\_\_\_\_

Signature of parent/guardian

I give permission to use photographs and/or video of my child to promote the library (see back) YES NO

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

## SUMMER AVAILABILITY

Please place an X in the boxes of the days and times that you are available to work:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10-1pm						
2-4pm						
5-7pm						

There are 10 weeks from June 18<sup>th</sup> through August 25<sup>th</sup>. We understand that this is a time for family vacations and camps; however, we request that Interns commit to work at least 8 weeks throughout that period. At the time of your interview, please inform us of which weeks you will be unavailable so we can train and schedule accordingly.



## INTERNAL USE ONLY

Date Contacted: \_\_\_\_\_ Initials: \_\_\_\_\_ Interview Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Training Date: \_\_\_\_\_ First Day of Work: \_\_\_\_\_

Schedule: \_\_\_\_\_