



Summer Teen Volunteers Needed

Summer is fast approaching and we are gearing up for our 2014 Summer Reading Program. Edgartown Public Library is looking for Teen Volunteers to help! If you are interested in this position, stop by the Edgartown Library and pick up an application packet.

Teen Leaders will help toddlers, children, and teens complete the summer reading program and help the librarians with various projects including shelving books and assisting patrons with computers.

Why should you volunteer? Teen volunteers can earn community service hours, get work experience, and build their resumes for college and work applications. Plus, you're performing a valuable service for the community.

Eligible volunteers are...

- going into grades 8 to 12 in the fall.
- able to submit an application by Friday, June 21
- hardworking, friendly, and helpful.
- fans of kids, books, and libraries.
- able to work at least one shift per week during at least six weeks of the summer.
- able to attend a volunteer orientation on one of the following dates and times:
 Wednesday, June 25 from 6 pm to 7 pm
 or
 Friday, June 27 3:30-4:30 pm

Application Deadline: Friday, June 21, 2014

Please scan and email completed applications and recommendation forms to director@edgartownlibrary.org or mail: Edgartown Public Library, PO Box 5249, Edgartown, MA 02539. In person applications will also be received at the Library and Martha's Vineyard Regional High School Guidance Office.

If you have any questions, call Elyce Bonnell or Debby MacInnis 508-627-4221
Applications received after June 21 will be considered only if space is available.



TEEN VOLUNTEER APPLICATION

Name: _____ Grade 2014-2015 _____

Mailing/Street Address: Island _____

Mailing/Street Address: Off-Island _____

Home Phone: _____ Cell Phone: _____

Email: _____

Please number the items you'd be interested in volunteering for in order of interest (most interested = 1, least interested = 5):

- Assisting with children's programs
- Working on teen programs and activities
- Assisting patrons with computers/providing technical assistance
- Shelf reading and shelving
- STARS--Work at the Summer Reading table in the Children's Department
 - * Sign up participants
 - * Listen to book reports
 - * Distribute reading logs and prizes
 - * Work a weekly two-hour time slot
- Read2gether--Read with an elementary school student(s) for an hour each week
 - * You will choose books together and take turns reading aloud
 - * Work a weekly one hour time slot

Person to contact in case of emergency:

Name: _____ Phone: _____



Please indicate days & times you are available. If times are flexible, please indicate this:

Volunteer Expectations:

- You are expected to show up on time.
- You are expected to fulfill your responsibilities by doing the tasks you were asked to do to the best of your ability and with enthusiasm.
- If you find that you cannot fulfill your duties on a given day, you are expected to call or email that you will not be here as soon as you know.
- You are responsible for getting your time sheet from the Information Desk, filling in all information and returning the completed form to the box.

Library Responsibilities:

- The library will ensure that all forms received are properly filed and recorded.
- If time sheets are not filled out properly, the hours may not be recorded.
- The library issue volunteer letters upon request. Please allow a minimum of 2 business days for letter to be generated. Please be specific about whom the letter is for (College, NHS, etc.)
- The library will ensure that all volunteer duties are explained adequately and that the volunteer understands what they are expected to do for a particular job.
- The library retains the right to terminate any volunteer who is not fulfilling their responsibilities properly.
- The library will keep a record of volunteers with poor attendance, unexcused absence, or poor performance of job duties. We retain the right to not use volunteers with records of these behaviors.

Please feel free to contact Elyce Bonnell if you have any questions or concerns.

Elyce Bonnell, 508-627-4221, elyce.bonnell@gmail.com

**PLEASE BRIEFLY EXPLAIN WHY YOU WOULD LIKE TO VOLUNTEER AT THE LIBRARY
(If you have any expertise or skill that you think would benefit the library, be sure to mention it here):**

I have read the attached agreement and agree to follow the procedures as listed. I understand that I am responsible for recording my time in the volunteer binder, and that if I fail to do so, I may lose my hours. I understand that if I fail to arrive or fail to complete my tasks in a timely manner, I may be removed from the position. I understand that the library may remove me from my position due to poor attendance or performance.

Print Name: _____

Signed: _____

Parent's Signature: _____

Date: _____