

# teen volunteer application



Thank you for your interest in volunteering in the North Shelby Library's Children's Department.

Applications are accepted year-round, but opportunities are available on a limited basis.

## North Shelby Library Children's Department

### TYPICAL DUTIES

After training, teen volunteers assist the Children's Department with tasks such as the following:

- shelving material
- shelf reading
- cleaning
- preparing crafts
- assisting before and during programs

### ELIGIBILITY GUIDELINES

In order to volunteer in the Children's Department, teens must be between 13-17 years old. The Children's Department does not accept volunteers who are required to do court-ordered community service.

### HOURS

During the school year (September thru April), volunteers may work up to two (2) hours a shift and may work up to one (1) shift per week in the department. During special programs, volunteers may work up to three (3) hours a shift.

During the summer (June and July), volunteers will have more frequent opportunities.

### HOW TO APPLY

Fill out the application and return it to the Children's Desk. Filling out an application does not guarantee acceptance. Applications will be kept on file for one year. Please feel free to apply again if not contacted during that time.



**NORTH SHELBY  
LIBRARY**

# teen volunteer application

North Shelby Library, 5521 Cahaba Valley Rd, Birmingham, AL 35242

Please Print Neatly

Date \_\_\_\_\_

Name \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ E-mail address \_\_\_\_\_

Current Age \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Are you completing required community service? Please circle: No Yes

Please describe the source of your requirement (scouts, school, etc.):

\_\_\_\_\_

Your skills, knowledge, and experience you think may be useful to the library:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Availability for School Year (September – April)

Please place a check mark under the day(s) and time(s) you would be available.

Monday		Thursday		Friday		Special Saturday Programming
1pm-3pm	3pm-6pm	1pm-3pm	3pm-6pm	1pm-3pm	3pm-6pm	<b>Varies</b> – Please place a check mark below if you would like to join our volunteer mailing list to be notified of when help is needed.

## Emergency Contact Information

Name of person to contact in case of emergency:

\_\_\_\_\_

Relationship to volunteer:

\_\_\_\_\_

Emergency Contact Phone Numbers (day, evening, cell):

\_\_\_\_\_

# teen volunteer application

North Shelby Library, 5521 Cahaba Valley Rd, Birmingham, AL 35242

Please Print Neatly

## Expectations for Teen Volunteers *Please read and sign*

- Please notify the Children's Department in advance if you are unable to make it to your scheduled work time.
- Dress in a clean, appropriate manner.
- Behave courteously to library staff and patrons, and refrain from talking on your cell phone or socializing with your friends while volunteering.

I have read the expectations of teen volunteers, and understand that, as a volunteer, my behavior reflects upon the library.

Your signature here:

---

Name of Volunteer (please print)

---

## Guardian Information

Guardian Name \_\_\_\_\_ Relationship \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work or Home \_\_\_\_\_

Email Address \_\_\_\_\_

I give permission for \_\_\_\_\_ to be a volunteer. I will contact Vanessa Warner at (205) 439-5504 or [NSChildrensLibrarian@shelbycounty-al.org](mailto:NSChildrensLibrarian@shelbycounty-al.org) with any concerns or questions.