Teen Volunteer Application

Name (Print): _____Date of Birth:___/___/____

Address / City/ State / Zip Code: _____

Teen Phone: _____Contact Email:_____

Parent/Guardian Name (Print):_____Phone:_____

Step 1. Please indicate to the left of the TASK DESCRIPTION your Top #1 and #2 Volunteer Task Picks. Use numeric indicators #1 and #2 for your choices NOT check marks.

_____**Shelving/Reading Shelves (Year-round)**
After-school, Saturdays and increased shifts during June, July and August. Shelving is returning items to the shelves in correct order. Reading shelves is maintaining alpha and numeric order of the book collection.

_____**Summer Event Assist (Date Specific - Summer Only)**
During June and July, teen volunteers assist the children's librarian with calendared special programs and events, including setup, crowd management and clean up.

_____**Teen Reading Buddy Program (Mondays - Summer Only)**
During June and July, Teen Reading Buddies help incoming 1st, 2nd and 3rd graders maintain their reading skills in a relaxed one-on-one weekly Monday reading time.

_____**Reading Log Station (Date Specific - Summer Only)**
During June and July, teen volunteers will help distribute summer reading forms, aide children & parents by logging their reading time, and distribute entry tickets for the end of summer drawings. Basic computer skills, laptop experience and attention to detail are helpful.

Step 2. Please check below the day(s) of the week and select AM or PM shifts that you are available to work.

	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
A.M.						
P.M.						

STUDENTS AGE 14 AND OLDER

This is an opportunity for students who plan to apply for college admission, to earn community service hours.

During the school year, hours available are Monday to Wednesday 3:00 to 7:00 PM, Thursday 3:00 to 8:00 PM, Friday 3:00 – 6:00 PM and Saturdays 10:00 AM to 5:00 PM. Home Schoolers may volunteer during regular business hours. Summer volunteer hours expand to include shifts during regular business hours while school is out.

What we offer:

- Job related experience
- An opportunity to work with the public in a real world environment
- Verification of hours worked that may be used in certificate/portfolio/resume

What we require:

- A commitment of at least 2 hours per week or 36 hours per school semester. Students may only work a Maximum of 4 hours per day when working special events.
- Dependability. Please be punctual for your scheduled shift and call the circulation desk at 512-858-7825 if you are unable to work. Teens that are absent and have not notified the library will be noted as "absent without notification" on the volunteer schedule. More than 3 "absent without notification" will result in losing eligibility to volunteer that semester.
- Eligibility and extra-curricular activities. Volunteers participating in extracurricular activities must work a minimum of 2 out of 4 scheduled Saturdays during a month to remain active on the Saturday shift. Shifts can be made up by working a different shift day or doubling a Saturday shift. Staff must be notified of these schedule changes.
- Dress code: the library follows the prescribed DSISD campus dress code.
- Candidates will be required to attend a 2 hour orientation that includes library policy, handouts, a library tour and training. Volunteer schedules will be set at orientation and teens will earn 3 hours community service credits for attending orientation.

Teen application forms are available at the Dripping Springs Community Library, and may be printed out from the Library's website: www.dscl.org.

For more information, please call the Volunteer Coordinator, Tammy Mierow at 512-858-7825 or email tammy@dscl.org

I have read and agree with the above listed volunteer eligibility requirements.

Teen Applicant's Signature:_____Date:_____

I give permission for _____to volunteer on the day(s) time(s) noted on the application page.

Parent or guardian signature:_____Date:_____

Thank you for applying! We will email or call you within 5 business days. If there are no opportunities open, your application will be saved and we will contact you when volunteer positions become available.