



# TEEN VOLUNTEER APPLICATION

## SUMMER 2023

Volunteers must be between 12 & 17. **Application Deadline:** Friday, May 5th.

Limited volunteer slots for this program; deadline may close early.

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

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Phone: \_\_\_\_\_

Teen Contact Information (Phone or Email): \_\_\_\_\_

## Days and Times

Summer Reading programming will be held at the library between May 30th and July 29th. There are volunteer opportunities for all days but Sunday. Hours are divided between Morning (9:00 AM to 1:00 PM) and Afternoon (1:00 PM to 5:00 PM) but different hours can be discussed with Volunteer Coordinator.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Monday Morning    | <input type="checkbox"/> Wednesday Morning   | <input type="checkbox"/> Friday Morning          |
| <input type="checkbox"/> Monday Afternoon  | <input type="checkbox"/> Wednesday Afternoon | <input type="checkbox"/> Friday Afternoon        |
| <input type="checkbox"/> Tuesday Morning   | <input type="checkbox"/> Thursday Morning    | <input type="checkbox"/> Saturday (10:00 - 2:00) |
| <input type="checkbox"/> Tuesday Afternoon | <input type="checkbox"/> Thursday Afternoon  |  |

## Volunteer Duties

This summer we are dividing volunteer duties into two categories. Please select whichever you would prefer doing. If we have too many of one kind, you may be asked to switch categories.

- Event Volunteer:** Event Volunteers assist library staff by helping set up, run, and clean up after library programs. They may be asked to create Take&Make craft bags.
- ☐ Event Volunteers are expected to actively participate in craft making, engage with the kids at programs, and come in on time to fulfill these responsibilities.

- Library Volunteer:** Library Volunteers assist library staff by staff the Summer Reading Desk where they will answer questions, sign patrons up for Summer Reading, and give out prizes or reading beads. They may be asked to assist with light desk work such as checking in books or shelving if they know how.
- ☐

**Do you have any experience shelving books? If yes, where? If no, would you like to learn?**

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**Do you have any experience with kids? If yes, from where?**

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**Please list any and all times you will NOT be available to volunteer this summer.**

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**Do you have any allergies? Or is there anything you want me to know?**

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**What is your shirt size for your volunteer shirt?** \_\_\_\_\_

**Please read the attached Volunteer Code of Conduct and information sheets. By signing below, you are agreeing to follow that code of conduct. You are also agreeing to attend our Summer Reading Volunteer Orientation on Friday, May 19th from 12 - 3. Volunteers will meet everyone, get a tour of the library, get their volunteer schedule, create a tie dye teen volunteer shirt, and have all of their questions answered about this year's summer reading. Volunteers must be able to attend orientation. For more information, please contact Jessica Allmon at the numer or email below.**

\_\_\_\_\_  
Volunteer Signature

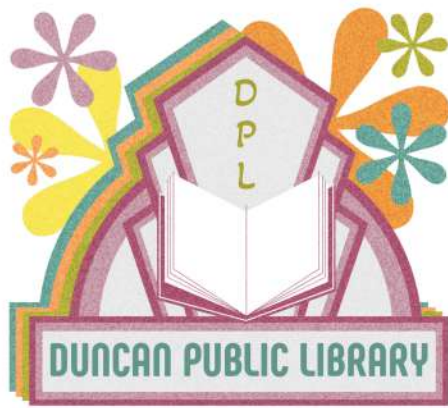
\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Applicants will be contacted starting April 3rd . If you have any questions, please contact Jessica Allmon at 580-255-0636 or by email at [jessica.allmon@duncanok.gov](mailto:jessica.allmon@duncanok.gov).

**Please Return Application to library in person or by the email above.**



# VOLUNTEER CODE OF CONDUCT

- **Respect:** Please treat staff, patrons, and fellow volunteers with respect. Please respect this space by cleaning up after yourself. Please show respect to staff, patrons, and fellow volunteers by addressing them as they prefer. While volunteering, you represent the library.
- **Know when to work and when to play:** We want to make sure you have fun! But you are also volunteering here. Sometimes, volunteer work isn't fun. Shelving, dusting, looking for lost books, etc. is part of the job. Please do not bring guests to hang out while you're volunteering.
- **Stick to your schedule:** Life happens! Let staff know if you can't make it to your scheduled volunteer time or if you need to adjust your total schedule. Please do not come in for extra volunteer time without clearing it first. This doesn't mean you shouldn't come to the library if you want! But please do not sign in to volunteer or bother staff/volunteers who are working.
- **Be Library Ready:** Please abide by the volunteer dress code, wear your name tag, and come prepared to volunteer.
- **Consequences:** Mistakes happen. But not following the code of conduct will result in a conversation between the volunteer, staff, and the parent/guardian. In a worst case scenario, you may be asked to stop volunteering for a while. This doesn't mean you can't participate in library programs, but we want a productive, fun, and respectful library experience for everyone.



## SUMMER 2023

# TEEN VOLUNTEER INFO SHEET

- **What hours can I volunteer?** Volunteer hours open at 9:00 AM and close at 5:00 PM. Generally, we split your time between the mornings (9:00 to 1:00) or afternoons (1:00 to 5:00), but that doesn't mean that we can't work with you on your hours/days. No volunteer will be assigned a morning and an afternoon on the same day or volunteer more than 6 hours in a row.
- **What is Summer Reading Orientation?** This will be an opportunity to meet other volunteers, learn about changes to the summer reading program, and to create your volunteer t-shirt with tie-dye! It's a required part of volunteering this year.
- **What will I be doing as a volunteer?** This year, volunteers will fall into one of two roles: Event Volunteer or Library Volunteer as described on the application. Those will be your general responsibilities. If we are slow that day, you may have time to relax while we wait for things to pick up. You will also participate in all kinds of crafts, programs, and the Volunteer Party!
- **What about lunch?** Volunteers need to bring or order lunch on days that they volunteer. They will not be allowed to walk down the highway to purchase food. Volunteers may participate in the library's free lunch program. While water and occasionally snacks will be provided, staff cannot purchase lunch for volunteers.
- **Can I leave the library?** Volunteers will not be allowed to leave the library without a parent/guardian. Volunteers with a driver's license will need a letter from their parent/guardian letting us know they will be transporting themselves. Volunteers with a driver's license will NOT take another volunteer from the library without written permission from both parents/guardians. Staff cannot pick up or drop off volunteers.
- **Go back. What was that about a Volunteer Party?** Sometime this summer, all the teen volunteers will be invited to a teen party. There will be food, games, prizes, and (possibly) more! We don't have a date on that yet, but we will know before the summer starts so you can plan to attend.
- **But wait, I still have questions!** You can call the library and ask for Jessica, or you can send an email to [jessica.allmon@duncanok.gov](mailto:jessica.allmon@duncanok.gov)

## Social Media Content Creation / Publication Permission Form

As part of Summer Reading, we would like volunteers to create short videos about books and programs for our social media accounts (Tik Tok, Facebook, Instagram, YouTube). Volunteers will be supervised while creating the videos, but we do need parent/guardian permission for them to create the videos on their phones/in the app and then permission for them to appear in the videos themselves. Please indicate your preference below.

(check the space that applies to your child and fill in the name)

\_\_\_\_\_ I DO give permission for my child to create videos and social media content for the Duncan Public Library.

\_\_\_\_\_ I DO give permission for my child to appear in videos and social media content for the Duncan Public Library.

\_\_\_\_\_ I DO NOT give permission for my child to create videos and social media content for the Duncan Public Library.

\_\_\_\_\_ I DO NOT give permission for my child to appear in videos and social media content for the Duncan Public Library.

Volunteer's Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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