

2017 Summer Vol-teen Application Hendersonville Public Library

(Please print legibly)

Name: _____ Age: _____

Full mailing address: _____

Cell phone number: _____

Mother's name and phone number: _____

Father's name and phone number: _____

E-mail address: _____

Name of school currently attending: _____

Last grade attended: _____ School activities/interests: _____

Have you volunteered at the library before? _____

Dates you will be away this summer for vacations, camps, etc. _____

Days and times you are available (Rank your top three choices in order):

Monday _____ 10-12 _____ 12-2 _____ 2-4 _____ 4-6 _____ 6:00-8:00

Tuesday _____ 10-12 _____ 12-2 _____ 2-4 _____ 4-6

Wednesday _____ 10-12 _____ 12-2 _____ 2-4 _____ 4-6

Thursday _____ 10-12 _____ 12-2 _____ 2-4 _____ 4-6 _____ 6:00-8:00

Saturday _____ 12-2 _____ 2-4

Number of total hours you desire to work during Summer Reading: _____

Thank you for your interest in being a Summer Vol-teen for 2017! The Summer Reading Program runs from Saturday, June 3th – Saturday, July 15th, six weeks of reading and fun! Our theme this year is "Build a Better World"! Volunteering gives you an opportunity to strengthen interpersonal skills when applying for scholarships, future jobs, as well as allows you to receive service hours for Beta Club, National Honor Society, church, or other groups or organizations. We are happy to have you if you meet the following criteria.

Requirements for Volunteering:

- Must have completed the seventh grade.
- Must be available to work your assigned shifts four of the six weeks, preferably all.
- Attend one of the mandatory orientation classes, either **Tues., May 2nd from 4:00 – 5:00, Sat., May 13th from 2:00 – 3:00 or Tues., May 16th from 4:00 – 5:00 in the Library Community Room.**
- Be able to begin volunteering Tuesday, May 30th.
- Must be able to cooperate with staff members and to interact with kids, teens and parents in a positive and friendly manner.
- Must give notification within 24 hours if you cannot attend your session, unless an emergency situation occurs (ex. Sickness, death in the family). Students that miss two volunteer sessions without notification will be eliminated from the program and no volunteer points will be granted.
- Be dependable and willing to work.

Job Description:

- Shelve and straighten books; read shelves; assist patrons with locating books; assist librarians during programs; assist children with crafts; clean and maintain craft table and floors; distribute prizes; may be asked to log information; work at two hour intervals; be flexible and prepared for other duties that could arise during the course of the day.
- Volunteers must be picked up on time if they work the closing shift. Library staff is not permitted to leave underage volunteers alone after the library has closed. Sumner County Library Board policy states that we can stay 15 minutes with the minor before the police will be called to wait with them. Please have your ride on time.....Mon. and Thurs. by 8:00 p.m., Tues. and Wed. by 6:00 p.m., and Sat. by 4:00 p.m. **Parents, please arrive 15 minutes prior to closing of the library.**

Contact persons: Lucretia Brinkley, Assistant Mgr. l.brinkley@hendersonvillelibrary.org

Anita Ellis or Amanda Stinchcomb, Children’s Librarians children@hendersonvillelibrary.org

Kim Easter, Teen Librarian teens@hendersonvillelibrary.org

Or by phone @ 615-824-0656

I have read and understand the job expectations to be a Summer Vol-teen.

Student Signature

Date

Parent Signature

Date

