

## Summer only

### Youth Volunteer Application

Thank you for your interest! Your application will be reviewed.

You must be **at least 12 years old** to volunteer at the Emmaus Public Library, and able to get to the Library and home again at your scheduled time. (The library is not able to place Court-ordered Community Service volunteers.) If selected, an emergency contact form and anti-bullying policy must be completed prior to start date. **Minors will not be performing front desk functions.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Text? Y/N

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

Date of Birth: \_\_\_\_\_ (must be at least 12 years old to volunteer)

#### Please mark the tasks that you are interested in:

Youth services: duties include assisting with youth programs, preparing materials for programs, tidying library areas before or after programs.

Clean up task: duties include dusting shelves, straightening books on shelves, cleaning toys, straightening kids area, etc.

What special skills or interests do you have that would be useful at the library?

When are you available to volunteer (days/times)?

**I have read this information for Youth Volunteers and will fulfill my commitment faithfully and will adhere to the EPL volunteer policy. When I cannot work at my assigned time, I will notify the library. If I no longer want to volunteer, I will contact the library volunteer coordinator. I will follow directions from library staff.**

Youth Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

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

#### Staff Use Only

Interview \_\_\_\_\_ trainer Initials \_\_\_\_\_ date \_\_\_\_\_ Start Date \_\_\_\_\_

## **Emmaus Public Library Volunteer Policy**

### **Statement of Purpose**

The Emmaus Public Library (EPL) shall use the services of volunteers/community service to supplement the efforts of paid library staff in meeting demands for quality public service. Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes towards all library patrons.

### **Definitions**

Volunteer – A “volunteer” is defined as an individual 12 years or older who, of his/her own volition provides services to the EPL without compensation. The library does not accept court-mandated volunteers. Individuals younger than 12 years or individuals in need of supervision can volunteer but must have a parent/guardian/teacher/aide with them during their entire volunteer shift.

### **How to Become a Volunteer**

- All volunteers are required to fill out a Volunteer Application form.
- The library staff will review the completed application forms on a rolling basis.
- Volunteers are selected based on their qualifications and availability in relation to the needs of the library at any given time.
- Volunteers aged 18 years and over must provide a criminal background check and child abuse clearance in accordance with Pennsylvania state law.
- If a volunteer is not selected, his/her application will be kept on file for six months.
- Acceptance of an application is at the Library Director's discretion. The Library Director can refuse any volunteers for any reason.

### **Supervision**

Volunteers at the Emmaus Public Library are considered to be under minimal staff supervision. EPL staff will be responsible for training and reviewing a volunteer's performance. After an adequate training period, volunteers should be able to complete assigned tasks with minimal EPL staff supervision. Supervision will be provided by any and all EPL staff members on duty. All volunteers should keep their supervisor informed of their projects and work status, and their other activities in the library. Volunteers are responsible for tracking hours of service in accordance with library policies and procedures.

Volunteers are ambassadors for EPL and need to present a positive image to the public. They must adhere to the policies and procedures established regarding work schedule, attendance, conduct, performance, safety procedures, and proper attire.

### **Dismissal**

Volunteers may be terminated for failure to perform assigned job duties, failure to meet minimum standards of performance, or for violations of library rules. The Library Director and/or authorized library staff have the right to dismiss a volunteer at any time for any reason.