



Teens Assisting Kids (TAK)

Teen Volunteer Application for Summer Reading Club Assistance

Tell us about yourself:

This section must be completed with both signatures and dated:

Name: _____ Home Phone: _____

Address: _____ E-mail Address: _____

City: _____ Zip: _____ Age: _____ Grade: _____

Parent/Guardian Name: _____ Daytime Phone: _____

Who should we contact in case of emergency if parent/guardian is not available?

Name: _____ Phone: _____

✓ _____ Date: _____

Teen Volunteer Signature

✓ _____ Date: _____

Parent/Guardian Signature

What is your volunteer hours schedule preference?

Summer volunteers are scheduled for two hours blocks. The shift hours are Mondays – Saturdays.

Please indicate the times you are available:

Monday: 10:00 - 12:00 **or** 2:00 - 4PM **Tuesday:** 2:00 – 4:00PM **or** 6:00 - 8PM

Wednesday: 10:00 - 12:00 **or** 2:00 - 4PM **Thursday:** 10:00 - 12:00 **or** 2:00 - 4PM

Friday: 10:00 - 12:00 **or** 2:00 - 4PM **Saturday:** 10:00 - 12:00 **or** 2:00 - 4PM

Please list any dates that you are not available (vacations, camps, etc.) _____

It is important that both sides of this application are filled out.

Please return this signed and completed form to the Librarian at the Reference Desk.

Submission of this form does not guarantee acceptance into the program.

The North Brunswick Public Library has a limited number of volunteer positions available to help out during the months of June – August with our annual Summer Reading Clubs and related programs. Students ages 13-17 are eligible to participate.

Teens Assisting Kids (TAK) Responsibilities Include:

- Encourage children to participate in the Summer Reading Club. Greet children and their caregivers, explain the details of the Summer Reading Club program, help with registration, reading records and distribute prizes.
- Assist with shelving and help maintain an orderly space in the children's area. Volunteers will be trained for specific shelving tasks and assigned minimal clerical tasks as needed.
- Assist Children's Librarian with programs and events. Volunteers help prepare, set up, and clean up programs as well as help host during the program by assisting children and caregivers with crafts and activities.
- **And other assigned tasks within the Children's Department.**

Some things to know and do if you become a volunteer in this program:

- ALL POTENTIAL VOLUNTEERS are responsible for contacting Miss Anna or Miss Mary (and should not ask parents to call) about opportunities to volunteer and questions about scheduling.
- All NEW VOLUNTEERS will be asked to meet with Miss Anna, Miss Mary, or Senior Library Staff for an informal (15 minutes) interview prior to receiving a schedule and a list of volunteer tasks and procedures.
- ALL VOLUNTEERS need to take responsibility for keeping track of their schedules and notifying Miss Anna or Miss Mary of requests for scheduling changes. Cancellations should be given with enough advance notice so substitutions can be arranged, and be communicated in person or by phone Miss Anna or Miss Mary. Notice must be given by the volunteer, not a parent/guardian, please. This is the volunteer's responsibility.
- ALL VOLUNTEERS should be aware that volunteers are assigned to assist with the activities of the summer reading activities at the library; many of the duties are basic and routine and may not always seem exciting, however getting these tasks accomplished is a big help to the library and the volunteers' efforts are valued.
- ALL VOLUNTEERS are required to wear a badge and to sign in and sign out with Miss Anna or Miss Mary.
- ALL VOLUNTEERS are expected to act and dress in a professional manner and must be able to commit to the duties and hours required from this program. Failure to do so will result in probation and/or expulsion.
- ALL VOLUNTEERS are required to complete a minimum of 6 hours.
- ALL VOLUNTEERS, after successful completion of the program, are eligible to receive a certificate of completion, an official letter for school, receive an evaluation, and are more likely to be offered a paid library job.

Before signing this application, please consider carefully whether this time commitment will fit your schedule or other life commitments. You must have the willingness and ability to make a commitment to your volunteer assignment. The children's department depends on you. If you must miss more than two slots, the time may not be right for you to volunteer at the North Brunswick Public Library. Please be aware that this volunteership is your (not your parent's/guardian's) responsibility and any communication must be between you and Miss Anna or Miss Mary.



_____ Date: _____

Teen Volunteer Signature