

Monona Public Library



Summer Reading Program Junior Volunteer Contract & Application Form

The Junior Volunteer program provides opportunities for youth 13 and older to interact with young children, demonstrate skills such as cooperation and responsibility, and develop good work habits. Junior Volunteers are vital to the success of our summer program. If you are interested, are 13 to 17 years old, and can commit to 25 or more hours of volunteer service between June 11 and August 6, please read the attached Contract and complete the Application Form. Junior Volunteers who complete their volunteer work receive an award, a letter of reference for their resume folder, and are invited to a special recognition gathering for junior volunteers.

Deadline: Return the application form to the Monona Public Library no later than Saturday, May 23, 5:00 p.m.
Important: *Keep this page for your records.*

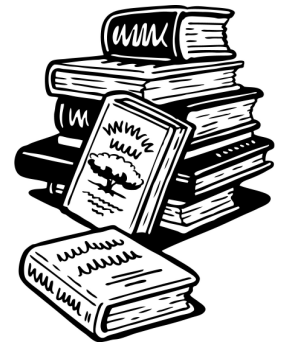
Junior Volunteering was a good way to spend two summers. It was also a good way to get to know other young adults and library staff. And now, I work at the library! -- Rob Smithson

Karen M. Wendt
Youth Services Coordinator
youthservices@scls.lib.wi.us
608-222-6127

SUMMER HOURS
Monday - Wednesday 9:00 a.m. to 8:00 p.m.
Thursday & Friday 9:00 a.m.-6:00 p.m.
Saturday 9:00 a.m. to 5:00 p.m.
Sundays during the school year 1:00 to 5:00 p.m.

Contract for Junior Volunteers

RESPONSIBILITIES & REQUIREMENTS OF A JUNIOR VOLUNTEER



SKILLS

1. Share joy of books, reading, and the library with children.
2. Reliable; honest; mature; respect children, their parents, and library staff.
3. Thinking ability, problem solving, creativity.
4. Show enthusiasm for your job.

GENERAL INFORMATION

1. Be ages 13 to 17 years old; complete a City of Monona Volunteer Agreement.
2. Dress neatly, arrive on time as scheduled, use appropriate language, speak quietly, converse with friends after not during JV hours, behave responsibly and maturely at all times while volunteering.
3. Do not enter any library offices or go behind the circulation desk without permission.
4. Find a substitute to work for you if you have vacation plans or other activities that will keep you away from your scheduled work shift.
5. Call a sub or the library immediately if an emergency prevents you from working your shift.
6. Do not initiate discussion of religious, political, or other personal matters with children.
7. Do not attempt to contact library program children outside of the library setting; do not offer to walk or drive library children anywhere.
8. Report any concerns or problems to a library staff member immediately.

READING PROGRAM

1. Become completely familiar with how the reading program works. Ask questions as often as needed.
2. Assist with Reading Club enrollment for all ages; hand out reading awards.
3. Make reading awards for the *Read To Me Readers*.
4. Set a good example for others by reading when you are at the JV desk.

EVENTS

1. Sign up to help at events (see brochure for dates and times of events).
2. Become familiar with the event for which you are signed up to help.
3. Arrive early to help set up; stay after to help clean up.

TASKS

1. Help with general library jobs as assigned (photocopying, book & bulletin board displays, shelf-reading videos and board books, taking pictures or video of events, finding & pulling books that are in bad shape from the shelves, etc.)
2. Take the initiative to find useful things to do while working so you do not get bored and so that you gain the most from your experience. Ask permission from library staff before working on projects.
3. Keep the children's room neat and clean; pick up books, put away puzzles, dust shelves, read, etc.

Notes: You may be dropped from the program with or without warning if your behavior dictates such. Upon request, we will write a letter of recommendation for volunteers who have completed at least 20 hours of service, have shown outstanding library behavior, and demonstrated enthusiasm and commitment in working at the library and with library staff.

KEEP THIS PAGE FOR YOUR RECORDS: TRAINING date I signed up for:

___ Monday, June 1 @ 5:30 to 7 p.m.

___ Tuesday, June 2 @ 4 to 5:30 p.m.

PLEASE KEEP THIS PAGE FOR YOUR RECORDS.

Application for Monona Library Junior Volunteer

Please be sure that ALL blanks on this application form are completed, including references, your signature, and the signature of your parents. We will call you to confirm if you are accepted into the program. We get more applicants than we can take -- if that happens and you don't get accepted, please try again next year. If you or your references have any questions about the program, please call Karen Wendt at 216-7453 or kmwendt@scls.lib.wi.us

Application Deadline: Return this application form to the Monona Library by **Saturday, May 23, 5:00 p.m.**

Library Staff Notes: _____ _____ _____
--

(Please print neatly.)

NAME _____

MALE / FEMALE ____ AGE ____

CURRENT SCHOOL _____

CURRENT GRADE _____

HOME PHONE _____ OTHER PHONE _____

EMAIL (yours, or anyone in house) _____

STREET ADDRESS _____ APT # _____ CITY _____

STATE _____ ZIP CODE _____

PARENT'S NAMES

WORK PHONE _____

WORK PHONE _____

Important!

I cannot assist on the following days and times. (Please list vacation plans, summer school, camp, lessons, etc)

I would like to work ____ hours per week. (Minimum 2 hours per week). Please be realistic.

Please indicate hours you are available to work per week based on the open library hours (see page 1):

Please check your calendar carefully! *Be clear, be specific.* A flexible schedule is helpful to me.

Example: Available Mondays, Tuesdays 3 - 8 pm and Thursdays, Fridays 10 - 4 pm and Saturdays 1 to 5pm.

Specific programs. Please see the brochure or website for dates/times.

Tuesday Performances June 16 to July 21, between 12 to 3 p.m. ____ July 28 between 9 & 1 _____

Wed 9-10:30a.m. Storytimes ____; Thurs 11:30-1:30, Got Art? ____; Thur 10-11__ or Fri 3-5 Wii ____;

Friday 11 -1, Discovery Days ____

Required Training: I will attend Mon, June 1 @5:30 to 7 ____ or Tuesday, June 2@ 4 to 5:30 ____

(Bring your calendar and a pencil. Call Karen if neither of these dates work for you.)

Shirt: Friends of the Monona Public Library provide a **T-shirt**. Not all sizes available. Mark 1st, 2nd, 3rd choice.

____ Adult X-Large ____ Adult Large ____ Adult Medium Adult Small ____ No T-shirt ____

REQUIRED:

1. References, preferably *not* a parent. Teachers, neighbors, people you worked for, etc. Print clearly.

Please attach or email letters of reference. Reference letters should include information about how reliable and trustworthy you are. Also, include work ethic, honesty, communication and people skills, etc.

Name _____ Relationship to applicant _____

Reference Letter included _____

Phone _____ Email _____

Name _____ Relationship to applicant _____

Reference Letter included _____

Phone _____ Email _____

2. Attach a letter and include the following:

Tell me about other volunteering you have done, your recreational interests, your special skills.

Have you participated in library summer reading programs in the past?

Why do you want to be a Junior Volunteer?

Why should we pick you as a volunteer over the other applicants?

Do you know how to find books and other materials in the Monona Library?

How will you benefit from working as a volunteer at the library?

Please consider coming to the library to introduce yourself to Karen before submitting your application.

3. Please read the application thoroughly, front and back. Complete all sections, and sign below.

I have read the above application form completely and I agree to work responsibly and conscientiously at my volunteer duties. I will work for at least 25 hours between June 11 and August 6 as a Junior Volunteer. I will behave appropriately in the library. I will call other JVs to try to find a substitute if I cannot work on my scheduled date/time. I will keep track of my time worked and duties performed.

Junior Volunteer Signature: _____

4. Parents, IMPORTANT! Please read! PERMISSION: (please mark agreement to conditions)

Your child's name, phone, and email will be included on a substitute list so JVs can make arrangements for someone to cover their scheduled time if they take off due to vacations and emergencies. I use group email to send announcements. JVs are responsible for contacting knowing their schedule.

____ I have completely read the application form with my child and agree with the information provided.

____ I agree to help my child be responsible for the time they sign-up to work their volunteer hours.

____ I consent to the use of photographs or videos of my child taken during community service by any representative of Monona Public Library or any TV or paper news reporter, in any media (newsletter, library website, promotional posters, brochures, etc...) and in exhibits.

PARENT/GUARDIAN SIGNATURE(S)

Sign: _____ Date: _____

Sign: _____ Date: _____