

# Oregon Public Library

## Summer Reading Program - 2011

### Junior Volunteer Contract and Application Form

The Junior Volunteer program provides opportunities for youth 12 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 12-18 years old, and can commit to 15 or more hours of volunteer service between June 6 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 Oregon Public Library no later than Saturday, May 21, 2:00 pm.

Wendy Borden  
Volunteer Coordinator  
[wborden@scls.lib.wi.us](mailto:wborden@scls.lib.wi.us)  
608-835-3656

SUMMER HOURS  
Monday – Thursday 9:00 am – 8:30 pm  
Friday 9:00 am – 6:00 pm  
Saturday 10:00 am – 2:00 pm

# Contract for Oregon Public Library Junior Volunteers

## Responsibilities and requirements of a Junior Volunteer

### General Guidelines

1. Read! Share joy of books, reading and the library with children.
2. Be reliable, responsible, honest and mature.
3. Respect children, their parents, and library staff.
4. Show good thinking ability and problem solving skills.
5. Show enthusiasm for your job.
6. Be ages 12-18 years old; complete an Oregon Public Library volunteer application.
7. Dress neatly, arrive on time as scheduled, use appropriate language, speak quietly, converse with friends after and not during JV hours
8. Do not enter any library offices or go behind the circulation desk without permission.
9. Call the library immediately if an emergency prevents you from working your shift.
10. Do not attempt to contact library program children outside of the library setting or offer to walk or drive library children anywhere.
11. Report any concerns or problems to a library staff member immediately.
12. Respect the privacy and confidentiality of patrons and staff.

### Summer Reading Program (SRP)

1. Become familiar with how the SRP works. Ask questions as often as needed.
2. Assist with SRP registrations for all ages; hand out prizes.
3. Set a good example for others by reading while you are at the SRP table.
4. Attend mandatory training session.

### Programs

1. Sign up to help at programs (see brochure for dates and times of programs).
2. Become familiar with the event for which you signed up to help.
3. Arrive 30 minutes early to help set up; stay 15 minutes after to help clean up.

### Tasks

1. Help with general library jobs as assigned (photocopying, displays, shelf reading AV materials and board books 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 the library staff before working on projects.
3. Keep the children's area neat; pick up books, put away puzzles, dust shelves, 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 the library staff.

**Keep this page for your records: Training date I signed up for:**

\_\_\_\_\_ Tuesday, May 24 @ 4-5

\_\_\_\_\_ Wednesday, May 25 @ 6-7

**PLEASE KEEP THIS PAGE FOR YOUR RECORDS!**

# Application for Oregon Public Library Junior Volunteer Program

Please be sure the ALL blanks on this application form are completed, including your signature, and the signature of your parents. We will call you to confirm if you are accepted into the program. If you have any questions about the program, please call Wendy at 835-3656 or [wborden@scls.lib.wi.us](mailto:wborden@scls.lib.wi.us)

**Application deadline:** Return this application to the Oregon Public Library by **Saturday, May 21, 2:00 pm.**

## Applicant information:

Last name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Current school: \_\_\_\_\_ Current grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

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

Home phone: \_\_\_\_\_ Other phone: \_\_\_\_\_

Parent's names and phone numbers:

\_\_\_\_\_  
\_\_\_\_\_

## Availability:

Please indicate the hours you are available to work. Please check your calendar carefully! Be clear and specific. **Example:** Available Mondays, Tuesdays 3-8:30 pm, Fridays 9-11:30 am and Saturdays 9-1.

Monday: \_\_\_\_\_ Thursday: \_\_\_\_\_

Tuesday: \_\_\_\_\_ Friday: \_\_\_\_\_

Wednesday: \_\_\_\_\_ Saturday: \_\_\_\_\_

I would like to volunteer \_\_\_\_\_ hours per week. (Minimum 2 hours per week) Please be realistic.

## Important!

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Required training:

I will attend Tuesday, May 24 @ 4-5 \_\_\_\_\_ or Wednesday, May 25 @ 6-7 \_\_\_\_\_

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

## Required:

### 1. Attach a letter and include the following:

Tell 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 Oregon Library?

### 2. 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 15 hours between June 6 and August 6. I will behave appropriately in the library. I will keep track of my time worked and duties performed. I understand that my services are being offered on a voluntary basis without anticipation of financial remuneration. I shall indemnify and hold harmless the Village of Oregon and the Oregon Public Library, its board and officers, agents and employees from and against all claims, demands, loss or liability of any kind or nature for any possible injury incurred during volunteer service.

### 3. Parents, IMPORTANT! Please read!

We use group email to send announcements. Junior Volunteers are responsible for contacting Wendy to check their schedule.

\_\_\_\_\_ I have read the application form with my child and agree with the information provided.

\_\_\_\_\_ I agree to help my child be responsible for their assigned volunteer hours.

### Parent/Guardian Signature(s)

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

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