



**Pleasant Valley  
Library**  
1584 Main Street | PO Box 633  
Pleasant Valley NY 12569  
845-635-8460  
www.pleasantvalleylibrary.org

# TEEN Summer Volunteer Application

(13-17yrs)

Name \_\_\_\_\_

Age \_\_\_\_\_ School & Grade \_\_\_\_\_

Email \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Parent's Name \_\_\_\_\_ Parent's Phone # \_\_\_\_\_

**EMERGENCY CONTACT (if different from parent)**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone Number \_\_\_\_\_

**DAYS/TIMES YOU ARE AVAILABLE: (check and/or list times)**

	MONDAY (10am to 8pm)	TUESDAY (10am to 8pm)	WEDNESDAY (10am to 8pm)	THURSDAY (10am to 8pm)	FRIDAY (12pm to 6pm)	SATURDAY (10am to 2pm)
A.M.						
P.M.						

**DATE(S) OF SCHEDULED VACATIONS/UNAVAILABILITY:**

\_\_\_\_\_

**I AM GOOD AT: (Check All That Apply)**

- Arts & Crafts
- Working With/Helping Children- please circle which age group(s): **2-5yrs** **6-11yrs** **12yrs+**
- Computer work
- Alphabetical & Numerical Order / Shelving & Organizing Children's Room
- Working Alone
- Other (please describe)

\_\_\_\_\_

\_\_\_\_\_

**PARENTS, PLEASE READ AND SIGN BELOW**

I give permission for my child to volunteer at the Pleasant Valley Library. I understand that my child should be dropped off on time, picked up when their volunteer time is over, and that they will be expected to dress appropriately to work in a public place.

\_\_\_\_\_

*(Parent's Signature)*

\_\_\_\_\_

*(Date)*



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# INFORMATION FOR PROSPECTIVE TEEN VOLUNTEERS

(13-17yrs)

*Please note: filling out/submitting an application DOES NOT guarantee a volunteer position.*

## *What we offer:*

- Job related experience
- Opportunity to work with the public in a real-world environment
- Community service hours for graduation/college admission/religious classes
- Experience working with children and peers

## *What we require for teen volunteers:*

- A commitment of at least 2 hours per week for 6 to 8 weeks throughout the summer. Please report any scheduled vacations or unavailability ASAP.
- Teen Summer volunteer positions are primarily working with children and assisting the Children's Librarian with Summer Reading Programs. This includes: set-up, clean-up, assisting children (ages 3-12) with crafts, reading programs, and/or running special events. If you are unable to commit to working with children, there may be other volunteer tasks assigned to you, but we cannot guarantee this.
- **Dependability.** Please be punctual for your scheduled shift. If you will be late or cannot make it in for your shift, you **MUST** call the library at 845-635-8460 to let us know. One absence without notification will result in a verbal warning. The second absence without notification will result in dismissal from the volunteer position.
- All volunteers are bound by Library rules and policy as applicable, especially in regards to patron privacy and confidentiality.
- **Appropriate dress code.** Volunteers will be working with the public and are expected to dress appropriately for this position. *(If in doubt, check your school's dress code and see what is acceptable.)*

## *Other Information:*

- Priority will be given to local (Pleasant Valley/Salt Point) teens with availability and commitment to volunteering the majority of the summer.
- Potential volunteers will be called for an interview to discuss their interests, level of experience, and availability.
- While every effort will be made to match teens to their desired interests, the final decision rests with the Library in regards to its needs.
- Teen volunteers are encouraged to be library members.
- **DEADLINE TO APPLY:** Saturday, July 8th