

TEEN VOLUNTEER APPLICATION



parklandlibrary.org | Phone: 610.398.1361

4422 Walbert Avenue Allentown, PA18104

Return your completed application to Amanda, Teen Services, by May 31, 2021.

Previous Library volunteers must fill out a new application.

If you have any questions, please email teens@parklandlibrary.org.

Virtual Tech Volunteer Description

Virtual Tech Volunteer - Assists Library staff with helping patrons navigate computer and tech related questions, including social media, smartphone apps, email and other duties.

Duties and Responsibilities:

Volunteers will be prepared to answer questions about multiple topics including, but not limited to the following:

- Creating various social media accounts
- Navigating MS Office and Google Workspace
- Saving documents to a thumb drive
- Basic keyboard shortcuts
- Downloading and using apps for Apple and Android
- Creating email accounts
- Using Facetime, Skype, and Zoom
- Recognizing marketing and spam emails
- Other *tasks as assigned*

Qualifications and Requirements:

- *Currently in, or entering at least 8th grade in the fall of 2021*
- *Able to commit to 1-2 volunteer hours per week*
- *Able to work independently and carry out assignments to completion*
- *Advises supervisor when unable to keep the scheduled commitment*

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Application Date: _____

Name: _____

Birth Date: _____ Phone: _____

Email: _____

Address: _____

Grade in Fall 2021: _____ School: _____

Have you worked at Parkland Library before? YES NO Do you have a library card in your own name? YES NO

Library Card Number: _____

Intern Signature: _____

I give permission for my son/daughter to be a teen intern: _____

Signature of parent/guardian

I give permission to use photographs and/or video of my child to promote the library. YES NO

Emergency Contact: _____ Phone: _____

AVAILABILITY

Please place an X in the boxes of the days and times that you are available to work:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12-1pm						
1-2pm						
2-3pm						
3-4pm						
4-5pm						
5-6pm						
6-7pm						

At the time of your interview, please inform us of which weeks you will be unavailable so we can train and schedule accordingly.



INTERNAL USE ONLY

Date Contacted: _____ Initials: _____ Interview Date: _____ Initials: _____

Training Date: _____ First Day of Work: _____

Schedule: _____