

TEEN VOLUNTEER APPLICATION SHELVER

parklandlibrary.org | Phone: 610.398.1361
4422 Walbert Avenue Allentown, PA 18104



September 1, 2022

Dear Fall Teen Volunteer applicant,

Thank you for your interest in volunteering at the Parkland Community Library. The Teen Volunteer program is designed to help teens gain professional working experience. Hours completed can be listed on college resumes, counted as community service hours for schools, religious organizations, scouts, etc. We request a commitment from shelvees of at least two hours per week for an eight week period between October 1-mid-December. Please review the job description, requirements, duties and responsibilities carefully.

Return your completed application to Teen Services by October 1, 2022. *Applications received after this date will not be accepted. Previous Summer and Fall Library volunteers must fill out a new application.*

Once applications are received, qualified applicants will be contacted by email to schedule a brief in-person interview. If you have any questions, please email teens@parklandlibrary.org.

Sincerely,

Amanda
Teen Services

Interviews

Once applications are received, applicants will be contacted via email for a brief in person interview. **Note:** You only have to attend one of these interview dates.

Interview dates will be held on:

Tuesday, October 4, 4:30–5:30pm

Friday, October 7, 4:30–5:30pm

Monday, October 10, 4:30–5:30pm

If the dates listed do not work, please reach out to me to schedule an alternative date for an interview.

Teen Intern Position Description

Teen Intern: Shelver- Assists the Youth Services staff with shelving, organizing, cleaning library materials, and other duties as assigned.

Duties and Responsibilities:

- Shelves library materials in specific, assigned area(s).
- Shelf-reads in assigned area(s) (making sure books are in the correct order on the shelf).
- Cleans books, shelves, and toys.
- Records hours and work completed.
- Adheres to the library's dress code or wears nametag.
- Notifies supervisor when unable to keep the scheduled commitment.

Qualifications and Requirements:

- Entering at least 8th grade in the fall.
- Able to commit to 8 weeks available during the fall.
- Able to commit to 2 hours per week.
- Able to work independently and carry out assignments to completion.
- Notifies supervisor when unable to keep the scheduled commitment.
- Other duties as assigned.

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PARKLAND
Community Library

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Application Date: _____

Name: _____

Birth Date: _____ Phone: _____

Email: _____

Address: _____

Grade in Fall 2022: _____ 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
1-3 PM						
2-4 PM						
4-6 PM						
5-7 PM						



INTERNAL USE ONLY

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

Training Date: _____ First Day of Work: _____

Schedule: _____