

TEEN VOLUNTEER APPLICATION SHELVER

parklandlibrary.org | 610.398.1361 x 104

4422 Walbert Avenue Allentown, PA 18104



September 1, 2023

Dear Fall Teen Volunteer applicant,

Thank you for your interest in volunteering at the Parkland Community Library. The Teen Fall Volunteer program can be listed on college resumes and/or counted as community service hours for schools, religious organizations, scouts, etc.

It also provides experience working in a professional environment. We request a commitment from shelveers of at least two hours per week for ten weeks between September 24-November 27, 2023.

At the bottom of this page is a description of the volunteer positions available. Please review it, and ensure you meet all the requirements and are willing to take on the duties and responsibilities.

Return your completed application to Kayla by September 9, 2023. *Applications received after this date will not be accepted.* Previous spring and summer library volunteers must fill out a new application.

Once applications are received, applicants will be contacted via email for a brief in-person interview.

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

Sincerely,

Kayla Tivner
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:

Monday, September 11, 4:30–6:30 pm

Tuesday, September 12, 4:30–6:30 pm

Wednesday, September 13, 4:15-6:00 pm

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.

TEEN VOLUNTEER APPLICATION



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



Application Date: _____

Name: _____

Birth Date: _____ Phone: _____

Email: _____ Address: _____

Grade in Fall 2023: _____

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: 6000000 _____

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

**Shaded areas are unavailable times to volunteer. Please place an X in the boxes of the days and times that you are available to work:*

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9-10AM						
10-11AM						
11 AM-12PM						
12-1 PM						
1-2PM						
2-3PM						
3-4PM						
4-5PM						
5-6PM						
6-7PM						

INTERNAL USE ONLY

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

Training Date: _____ First Day of Work: _____

Schedule: _____