

TEEN VOLUNTEER APPLICATION

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



Dear Teen Volunteer applicant,

Thank you for your interest in volunteering at the Parkland Community Library community and gaining experience working in a professional environment. The Teen Volunteer program can be listed on college resumes and/or counted as community service hours for schools, religious organizations, scouts, etc. We request a commitment from shelvees of at least 2 hours per week.

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.

Please return your completed application to Teen Services. *Previous 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 me at 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.

Teen Intern Position Description

Shelver: Assists the 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.
- Notifies supervisor when unable to keep the scheduled commitment.

Qualifications and Requirements:

- Entering at least 8th grade in 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.

Event Assistant: Works with the Youth Services staff assisting with library programs, preparing crafts, and other duties as assigned.

Duties and Responsibilities:

- Assists with children's and teen programs.
- Prepares materials for crafts.
- Records hours and work completed.
- Arrives ½ hour before the program starts.
- Adheres to the library's dress code.
- Notifies supervisor when unable to keep the scheduled commitment.
- Other duties as assigned.

Qualifications and Requirements:

- Entering at least 8th grade in the fall.
- Notifies supervisor when unable to keep the scheduled commitment.

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Application Date: _____

Name: _____

Birth Date: _____ Phone: _____

Email: _____ Address: _____

Grade: _____ 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
12-1 PM						
1-2 PM						
2-3 PM						
3-4 PM						
4-5 PM						
5-6 PM						
6-7 PM						

INTERNAL USE ONLY

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

Training Date: _____ First Day of Work: _____ Schedule: _____

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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
9-10 AM						
10-11 AM						
11 AM -12 PM						
12-1 PM						
1-2 PM						
2-3 PM						
3-4 PM						
4-5 PM						
5-6 PM						
6-7 PM						

INTERNAL USE ONLY

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

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