

# WVL Teen Volunteers **13+**

400 FM 2325, P. O. Box 1240, Wimberley, Texas 78676  
[www.wimberleylibrary.org](http://www.wimberleylibrary.org) 512/847-2188

Welcome to the Wimberley Village Library!

Our Teen Volunteer Program is designed to help bring life into the library and to offer a hands-on work experience for our younger generation. We hope to create a welcoming environment for the Teen Volunteers and to help cultivate a life-long love for reading and for the library.

While here, you will learn how to shelve books and how to retrieve them. You will also have the opportunity to help with our children's programs, assist the librarians with a variety of projects, and design and participate in some of our annual teen endeavors.

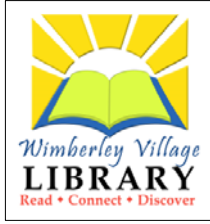
You will work **one** 2-hour shift per week. During this shift you are asked to shelve books, straighten the room, shelf-read to help keep the books in order, and assist the librarians with any crafts or projects that need to be done.

When we have a program, you are asked to help set-up and break down the tables and chairs, greet and assist the patrons and presenters, and help shelve the influx of children's books that we will accrue.

We are excited to have you aboard!

Pat Galvin  
Teen Librarian  
512-847-2188  
[teenservices@wimberleylibrary.org](mailto:teenservices@wimberleylibrary.org)

Emily McDonald  
Children's Librarian  
512-847-2188 ext. #2  
[youthservices@wimberleylibrary.org](mailto:youthservices@wimberleylibrary.org)



## WVL Teen Volunteer Expectations

1. All teen volunteers will work only during their scheduled time periods.
2. The teen volunteer needs to check in with the staff at the time of arrival and check out at the time of departure. In case of absence, a call or email beforehand is requested.
3. Conservative dress is required. You are allowed jeans, shorts and tee shirts, but make sure the shorts are a “professional attire” length.
4. Because you are in a work environment, bringing friends is not appropriate.
5. Since you will be asked to stay busy during your shift (there’s always a need for shelf-reading), cell phone use should be postponed until after your shift.
6. Unless helping patron with the self-check-out machine, Teen Volunteers do not work at the front circulation desk (unless needed).
7. Only a limited number of Teen Volunteer slots are available. If we are not able to accommodate you at this time, we’d like to put you on a waiting list/sub list – with your permission.
8. Be sure to log your time and tasks in the Teen Volunteer binder before you leave. It is important to keep an accurate count of your hours for your Certificate of Completion.

I have read and understood this sheet, and I agree with all of it. ☺

Teen Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



# 2018-19 Teen Volunteer Program

## Teen Application **13 +**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

Contact phone #: \_\_\_\_\_ Any others: \_\_\_\_\_

Email: \_\_\_\_\_

**Parent Email** \_\_\_\_\_

**Emergency Contact name.** \_\_\_\_\_

**Emergency Contact number.** \_\_\_\_\_

Birth day: \_\_\_\_\_ Grade: \_\_\_\_\_

Favorite Book: \_\_\_\_\_

Volunteer signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

**In which area would you prefer to volunteer? Please check all that apply.**

- Shelving books in the library
- Assisting with staging preparation for Children's summer programs (M-F)
- Assisting with staging preparation for Teen's summer programs (Saturday)

**Why do you want to volunteer at the Wimberley Village Library?**

(Please use the back of this sheet to answer this question. Feel free to elaborate.)

**Call or email Pat Galvin to schedule an interview.**

(512/847-2188 ext.109 [teenservices@wimberleylibrary.org](mailto:teenservices@wimberleylibrary.org)) ☺

*Parents must attend a short meeting.*

Applicants are required to submit the two attached teacher reference forms.



# 2018-19 Teen Volunteer Program

## Teacher Recommendation

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### Parental Consent.

I hereby authorize the release of the following information. \_\_\_\_\_

Signature (parent or legal guardian)

### Dear Teacher,

Your student (named above) is applying for Teen Volunteer at the Wimberley Village Library. We want to ensure that students accepted into our program are capable and well-suited for the duties to be performed. Please complete this form and return it to the student or bring it by the library yourself. Feel free to elaborate on the back of this page or email me privately. Responsibilities include correctly shelving children’s books, shelf-reading for call number accuracy, and assisting with our reading program (interacting with patrons young and old, preparing crafts, setting up and breaking down events). *Note: Homeschooled students cannot use parents as a teacher reference. We prefer community members as a teacher reference.*

### CHECK THOSE OR CIRCLE AS STATED BELOW.

### Dependability. (check mark)

_____ seldom absent	_____ seldom tardy
_____ sometimes absent	_____ sometimes tardy
_____ often absent	_____ often tardy

### Work style.

_____ works well alone	_____ works well with defined tasks
_____ works well with others	_____ works well with open-ended tasks

### Responsibility. (circle one)

Completes work as assigned:	always	usually	sometimes	rarely
Stays on task:	always	usually	sometimes	rarely

### Citizenship.

Displays polite behavior:                      always    usually    sometimes    rarely

Teacher Signature: \_\_\_\_\_ Subject: \_\_\_\_\_

Contact Pat Galvin at Wimberley Village Library for questions or comments

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