

Somerset County Library System
BRIDGEWATER LIBRARY- SPRING SESSION

KEEP THIS PAGE FOR YOUR RECORDS

Dear Volunteers and Parents,

Welcome to Bridgewater Library's School Year Volunteer Program! To be a volunteer, you must be in 7th to 12th grade in the 2017-2018 School Year. The Spring Session of the School Year Volunteer Program begins on *Monday, January 29* and ends on *Saturday, June 9*.

This packet contains everything you need to know about volunteering for the Spring. The first part of this packet will offer a thorough explanation of our program. It is your responsibility to keep this portion of the application for your records—we will not issue you another copy of these pages. The second part of this packet is the application and two reference forms, which must be filled out and handed in at the Youth Services Reference Desk. **This application packet due by 5 PM on Friday, January 12th, no exceptions.** Please note: As of 2016, teens new to the volunteer program will be required to submit two completed reference forms with the application. Once their forms are submitted, they will not be required to hand in references for the duration of their time volunteering as a teen. Applications from new volunteers will not be accepted without the two completed reference forms attached. We will only accept applications Monday through Saturday. **We are unable to accept applications on Sundays due to abbreviated services.**

Most assignments will be emailed to our volunteers, will be distributed on a first come, first served basis, and will be limited per session. Because of this, it is important that you provide us with an email address that you check often. It is also important that you add the email address ksalerno@sclibnj.org to your address book so volunteer emails do not end up in your spam folder. We encourage volunteers to give us their own email address. If you share an email with your parent, it is important that you (the volunteer) are given the opportunity to read and respond to any volunteer emails that are sent. Please carefully read over the Volunteer Positions page. Information about availability, scheduling and restrictions are described under each position.

Volunteering is a responsibility. Please read the Teen Volunteer Agreement on page 3. You and your parent are also asked to sign a copy of the agreement. Please be aware that failure to comply with these guidelines will result in a series of warnings, which may lead to your dismissal from our program. **We also ask that volunteers fill out and hand in the application themselves.**

You will be contacted via email by Monday, January 29 (the first day of the Spring Session) to confirm the status of your application and the volunteer positions you've signed up for. Please note that there are limited volunteer opportunities during the school year and you must reapply for each volunteer session.

If you have any questions, please contact Bridgewater Library's Youth Services Department at 908-526-4016 x 8419.

Applications for our Summer 2018 Teen Volunteer Program will be available on Monday, April 2 and will be due by 9 PM on Monday, April 30.



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VOLUNTEER POSITIONS

Please read over each description carefully and mark your choices for your records.

- Children's Program Assistant (Grades 7-12)**
This position entails working with children. As a program assistant you will help librarians in preparing and implementing children's programs such as crafts and other activities. Work might include die cutting, setting out craft materials, cleaning up, helping children with crafts, etc. Volunteers will be emailed when we need assistants and will be assigned on a first come, first served basis. Most programs are on weekdays after school.
- Behind-the-Scenes Volunteer (Grades 7-12)**
In this position you will help cut out materials for programs and/or help with other preparation for library events. You may also be asked to do a variety of tasks including stuffing envelopes for mailings, cleaning the covers of books, cleaning up toys in the play area, etc. If you just need a few hours of volunteer time, this would be a perfect opportunity. Volunteers will be emailed when behind-the-scenes opportunities become available.
- Youth Services Shelver (Grades 8-12)**
In this position you will be reshelving recently returned books, audiobooks, DVDs, CDs, and other materials into the Children's and Young Adult collections. This is a great opportunity for anyone who is detail-oriented. Volunteers who mark this choice will be contacted by the Shelving Supervisor regarding training and scheduling. No Saturdays. This position is limited and subject to need/availability. Most school year opportunities are for shelving.
- Teen Advisory Board (Grades 7-12)**
The Teen Advisory Board (or TAB) is a group designed to give teens a voice in the library. The group meets once a month for an hour, giving teens the opportunity to offer suggestions for books, movies, video games, and programming. Community service hours are awarded just for attending regular monthly meetings. In addition, committees are formed to work on ongoing projects in the library, providing more opportunities to earn service hours. At the very least, you will earn 1 hour of community service monthly, though you can earn more by joining one of these committees—it's up to you how involved you'd like to be! This is a great way to get involved with your community and gain great résumé material for college!

Please note: TAB is open to all students, grades 7-12. You do not have to apply to be a volunteer to attend meetings. However, by filling out this form, you will be added to our TAB email list and will get reminders about our monthly meetings for the duration of the volunteer session.



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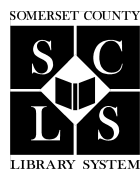
TEEN VOLUNTEER AGREEMENT

As a Teen Volunteer at the Somerset County Library System, I agree to the following:

1. I will arrive at the library at my assigned time and notify a staff member I am here.
2. I will keep track of my schedule.
3. If I cannot make a scheduled shift, I will call the library and tell a staff member or leave a message. This call should be made one day prior to the absence or as soon as possible.
4. I understand that rescheduling a missed shift may or may not be possible.
5. I will make sure that my ride home arrives before the library closes. I will wear a volunteer nametag while I am working.
6. I will focus on my volunteer assignment and keep socializing to a minimum.
7. I will perform my assigned duties in a pleasant manner, being courteous and respectful to all library users, staff members and other volunteers at all times
8. I agree to keep confidential any personal information I may encounter regarding library users, staff members and other volunteers
9. I will refer library users to the staff when questions arise that are not directly related to my duties.
10. I will not bring food or drink into the library, with the exception of water bottles with caps.
11. I will keep my cell phone on vibrate and will not make or receive any calls that are not emergencies. If I must take an emergency call, I will tell a staff member.
12. I will not use any electronic devices while volunteering.
13. I will wear appropriate attire to the library. No bare feet, no bathing suits, no exposed mid-riffs, no shorts and skirts that are higher than two inches above the knees, no clothing with offensive or threatening messages, no revealing or distracting attire, etc. A library staff member may cancel my volunteer shift for the day if I fail to follow this guideline.
14. I will maintain a positive attitude and set a good example.
15. At the discretion of the library staff, I may be asked to stop volunteering if I fail to follow these guidelines or if I have repeated call-outs or no-shows.

Additional Guidelines Specific to Bridgewater Library:

1. I will be diligent about checking my email for volunteer information and opportunities. If I share an email address with my parent(s) or guardian(s), I understand that it is my responsibility to read emails relating to volunteering and I will respond when necessary.
2. I will not sign up for no more than four (4) hours of volunteer shifts in one day.
3. If unable to arrive on time to a shift, I will call the Youth Services Reference Desk (908-526-4016 ext. 126) and notify whoever is working at the desk. If possible, I will do this at least one day before my scheduled shift. I understand that it is my responsibility to make these phone calls, and my parent or guardian will not make these calls for me unless there is an emergency. I also understand that I may be dismissed from the School Year Volunteer Program for not showing up for scheduled shifts without notification, showing up late for scheduled shifts without notification, or calling out excessively.
4. I will be honest, act in good faith and use sound judgement.
5. If I need a letter documenting my service hours, I will email Katie Salerno (ksalerno@sclibnj.org) the details of what I need. Letters need two weeks' notice. Please keep in mind that Bridgewater Library only holds records of four years of volunteer service.



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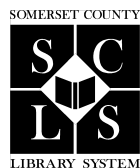
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HAND THIS PAGE IN WITH APPLICATION AND REFERENCE FORMS

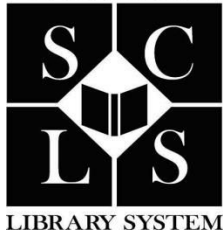
Volunteer position descriptions can be found on page 2 of the application

Put a check next to the jobs you are interested in:

- Program Assistant (Volunteers in grades 7 - 12)
- Behind-the-Scenes (Volunteers in grades 7 - 12)
- Youth Services Shelver (Volunteers in grades 8 - 12)
- Teen Advisory Board (Volunteers in grades 7 - 12)



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Somerset County Library System of New Jersey Teen Volunteer Application

Please fill out completely and neatly. If we can't read the application, we may not be able to reach you. When complete, please return to the Youth Services Department.

Name _____
(First) (Last)

Address _____

Town _____ State _____ Zip _____

Home Phone _____

Cell Phone _____

Email Address _____

Best contact time: _____ Morning _____ Afternoon _____ Evening _____ Anytime

School: _____

Grade: _____

Emergency Contact (Name / Phone / Email Address / Relationship to you)

Two Personal References Required

(Individuals providing a reference should not be a relative or anyone under 18 years of age)

Attached to this application you will find two personal reference forms, please have these completed and returned to your volunteer supervisor by the assigned date. If you are a returning volunteer* and have previously volunteered with SCLSNJ, you are not required to provide these references.

**Please initial here if you have previously volunteered with SCLSNJ _____*

Teen Volunteer Agreement

What you can expect from the Library:

- The Library staff will work with you to try to resolve problems with scheduling or assigned tasks.
- Please tell us if there is a problem.
- The Library staff will assist with any difficulties with Library users, including lines of waiting people.
- The Library staff can provide, upon your request, documentation of community service hours based on your timesheet. Please see the teen librarian for further details.

What's expected of you:

Consider this volunteer opportunity just like a job – you must be on time, courteous and enthusiastic. Try your best to follow the volunteer guidelines and give your best effort to assigned duties. Remember, you are representing your Library.

As a teen volunteer for SCLSNJ, I agree to the following guidelines:

- I will arrive at the Library at my assigned time and notify a staff member I am here.
- I will keep track of my schedule.
- If I cannot make a scheduled shift, I will call the Library and tell a staff member or leave a message. This call should be made one day prior to the absence or as soon as possible.
- I understand that rescheduling a missed shift may or may not be possible.
- I will make sure that my ride home arrives before the Library closes.
- I will wear a volunteer nametag while I am working.
- I will focus on my volunteer assignment and keep socializing to a minimum.
- I will perform my assigned duties in a pleasant manner, being courteous and respectful to all Library users, staff members and other volunteers at all times.
- I agree to keep confidential any personal information I may encounter regarding Library users, staff members and other volunteers.
- I will refer Library users to the staff when questions arise that are not directly related to my duties.
- I will not bring food or drink into the Library, with the exception of water bottles with caps.
- I will keep my cell phone on vibrate and will not make or receive any calls that are not emergencies. If I must take an emergency call, I will tell a staff member.
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- I will maintain a positive attitude and set a good example.
- At the discretion of the Library staff, I may be asked to stop volunteering if I fail to follow these guidelines or if I have repeated call-outs or no-shows.

Thank you for taking the time to fill out this application. We are pleased that you are interested in volunteering with us. When you sign below, you are stating that the information you have provided is true, and that you understand and accept our guidelines for volunteering. Your volunteer supervisor will explain your specific assignments in detail on your first day.

Volunteer's Signature _____

Date _____

Parent or Legal Guardian's Signature _____

Date _____

FOR STAFF USE ONLY (Below)

Date received _____ Staff initials and branch _____ References: 1 _____ 2 _____



Date: _____

Somerset County Library System of New Jersey Teen Volunteer Reference Form

Applicant's Name:

(First)

(Last)

Thank you for taking the time to fill out this form for our volunteer applicant.
(References should not be completed by a relative or anyone under 18 years old)

Reference Provider Information:

Name _____

(First)

(Last)

Town _____ State _____ Zip _____

I have known this teen for (Period of time in days, months, or years): _____

I know this teen through (Name of school, church, neighborhood, etc.): _____

Please circle your response to each statement:

- **The teen is responsible. He/she is able to make commitments and keep them.**
Strongly Agree Agree Don't Know Disagree Strongly Disagree
- **The teen shows tolerance and patience.**
Agree Agree Don't Know Disagree Strongly Disagree Strongly
- **The teen is suitable to work with children.**
Strongly Agree Agree Don't Know Disagree Strongly Disagree
- **The teen exhibits a high maturity level for his/her age.**
Agree Agree Don't Know Disagree Strongly Disagree Strongly

Optional / Additional Comments :

Please place this reference form in a sealed envelope and return it to the volunteer applicant.



Date: _____

Somerset County Library System of New Jersey Teen Volunteer Reference Form

Applicant's Name:

(First)

(Last)

Thank you for taking the time to fill out this form for our volunteer applicant.
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Optional / Additional Comments :

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