

Teen Volunteer Application

Teen Volunteers help out in the Children's and Teen Department or library branch to gain work and community service experience, to earn service learning or volunteer credit, or just for fun! Available volunteer shifts vary by location; please contact preferred location for more information. All volunteers must be between the ages of 13-18.

Volunteer Contact Information <small>(Please Print Clearly)</small>		
Name	Date of Birth / /	Age
Full Mailing Address		
School	Grade	
E-mail Address:	Phone #	

Volunteer History
Are your volunteer hours required for school? Y/N If yes, how many total hours are needed and when do they need to be completed?
Do you have any previous volunteer experience? Y/N If yes, please name the organization:
What were your responsibilities?
Do you have special skills or training? (technology, computers, social media, writing, sign language, etc.)
Why are you interested in volunteering at the library?

Preferred Location <small>(Please return your completed application to your preferred location)</small>										
East Bank:	<input type="checkbox"/>	East Bank Regional	<input type="checkbox"/>	Lakeshore	<input type="checkbox"/>	Old Metairie	<input type="checkbox"/>	North Kenner	<input type="checkbox"/>	Rosedale
West Bank:	<input type="checkbox"/>	West Bank Regional	<input type="checkbox"/>	Belle Terre	<input type="checkbox"/>	Westwego				

Volunteer Availability
<ul style="list-style-type: none"> Each library location handles teen volunteers differently. Contact the desired branch for more details. Volunteer schedules are based on the needs of the library and will be finalized upon manager's approval or completion of the Teen Volunteer Orientation at the regional libraries.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Times*							

*East Bank Regional Library has a set schedule which offers teens fixed two hour shifts

Regional Library Volunteer Deadlines:

Due to the high volume of applicants, both the **East and West Bank Regional libraries** require volunteers to submit applications by an assigned **deadline** for each season. There are a limited number of teen volunteer positions available, and submission of an application does not *guarantee* a position in the program. Applicants will be contacted by email on a first come, first serve basis by the Teen Volunteer Coordinator to attend an upcoming Teen Volunteer Orientation. Each library location has a different application process and accepts volunteers based on the location's need. Priority is given to returning volunteers and those with hours required for school.

The deadlines for East and West Bank Regional are as follows with no exceptions:

East Bank Regional Deadlines:		West Bank Regional Deadlines:							
<table border="1"> <tr><td>Spring: January 10th</td></tr> <tr><td>Summer: May 10th</td></tr> <tr><td>Fall: September 10th</td></tr> </table>		Spring: January 10 th	Summer: May 10 th	Fall: September 10 th	<table border="1"> <tr><td>Spring: December 15th</td></tr> <tr><td>Summer: May 15th</td></tr> <tr><td>Fall: September 15th</td></tr> </table>		Spring: December 15 th	Summer: May 15 th	Fall: September 15 th
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East Bank Regional Contact:	Jennifer Bishop, Teen Librarian (504) 849-8833 jbishop@jplibrary.net	West Bank Regional Contact:	Natalie Juneau, Teen Librarian (504) 364-3974 njuneau@jplibrary.net						

The Library agrees to:

- Provide training, supervision and assistance throughout the duration of the volunteer experience. This includes answering questions, providing instructions and giving helpful feedback to our volunteers.
- Keep accurate record of service hours and to make them available upon request.
- Provide a safe working environment.
- Recognize your volunteer efforts.

As a Teen Volunteer, I agree to:

- Follow the rules of the library. This includes arriving on time and following the dress code.
- Be receptive to instruction provide by library staff.
- Accurately record volunteer hours on the volunteer time sheet.
- Communicate questions if I don't understand. There are no wrong questions!
- Let us know in advance if you are unable to volunteer on your scheduled day.
- Perform assigned volunteer duties to the best of my ability, and will conduct myself in a professional manner.
- Being evaluated by a supervisor and understand that if my performance is unsatisfactory or I have poor attendance I will be asked to resign from the program.
- Participate in this program at my own risk and understand that my attendance and involvement is voluntary.

As a parent/guardian, I agree to:

- Make sure that my teen arrives for volunteering on time.
- Support the importance of my teens volunteer responsibility

By signing this volunteer application, I agree to the above:

Volunteer's Signature	Date
Parent/Guardian's Signature	Date
Library Staff Signature	Date