

Monona Public Library



Summer Reading Program Junior Volunteer Contract & Application Form

The Junior Volunteer program is for youth grades 6 to 12 (age 12 to 17). It is an opportunity for teens to interact with young children, demonstrate skills such as cooperation and responsibility, and develop good work habits.

Junior Volunteers are vital to the success of our summer program. If you are interested and can commit to 20 or more hours of volunteer service during open library hours, between June 10 and August 6, please read the attached Contract and complete the Application Form by the deadline.

Junior Volunteers who complete their volunteer work receive an award, a letter of reference for their resume folder, and are invited to a special recognition gathering for Junior Volunteers.

IMPORTANT!

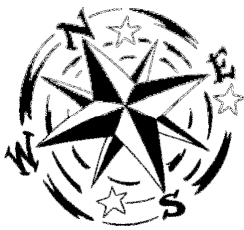
Keep this page (page 1 & 2) for your own information.

Turn in the Application (pages 3 & 4 and your letters) to:

Karen M. Wendt, Youth Services Coordinator, 1000 Nichols Road, Monona WI 53716

Contact: kmwendt@mononalibrary.org / 608-216-7453

Deadline: Return the application to the Monona Public Library no later than Wednesday, May 25, 5:00 p.m.



*Junior Volunteering was
a good way to spend two summers.
It was also a good way to get to know other
young adults and library staff.
And now, I work at the library! -
Rob Smithson*



MONONA LIBRARY SUMMER HOURS

Monday - Wednesday 9:00 a.m. to 8:00 p.m.

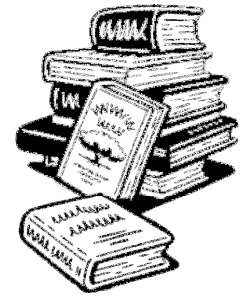
Thursday & Friday 9:00 a.m.-6:00 p.m.

Saturday 9:00 a.m. to 5:00 p.m.

(We are open Sundays during the school year 1:00 to 5:00 p.m.)

Contract for Junior Volunteers. Please read.

RESPONSIBILITIES & REQUIREMENTS OF A JUNIOR VOLUNTEER



SKILLS

1. Share joy of books, reading, and the library with children.
2. Reliable; honest; mature; respect children, their parents, and library staff.
3. Thinking ability, problem solving, creativity, enthusiasm.

GENERAL INFORMATION

1. Grades 6 (age 12) and older. Complete a City of Monona Volunteer Agreement.
2. Computers should only be used for updating summer reading program information- Not for games, Facebook, or anything other than official reading program business. If you have questions, ask.
3. Dress neatly, arrive on time as scheduled, use appropriate language, speak quietly, converse with friends after, not during, JV hours, behave responsibly and maturely at all times while volunteering.
4. Do not enter any library offices or go behind the circulation desk without permission.
5. Let Karen know about schedule changes if you exchange hours with other JVs.
6. Call the library immediately if an emergency prevents you from working your shift.
7. Do not initiate discussion of religious, political, or other personal matters with children.
8. Do not attempt to contact library children outside of the library setting; do not offer to walk or drive library children anywhere.
9. Report any concerns or problems to a library staff member immediately.

READING PROGRAM REQUIREMENTS

1. Become completely familiar with how the reading program works. Check the **Training Handout** to refresh your memory on what and how to do it. **Ask questions as often as needed.**
2. Assist with Reading Club enrollment for all ages; hand out reading awards.
3. **READ!** Set a good example for others by reading when you are at the JV desk.
4. **JOIN** the reading program and complete it by the deadline!

EVENTS

1. If you can, sign up to help at events (see brochure for dates and times of events).
2. Become familiar with the event for which you are signed up to help.
3. Arrive early to help set up; stay after to help clean up.

EXTRA TASKS

1. Sign up to help with general library jobs as assigned (photocopying, book & bulletin board displays, shelf-reading videos and board books, taking pictures or video of events, finding & pulling books that are in bad shape from the shelves, etc.)
2. Take the initiative to find useful things to do while working so you do not get bored and so that you gain the most from your experience. Ask permission from library staff before working on projects.
3. Keep the children's room neat and clean; pick up books, put away puzzles, dust shelves, read, etc.

Notes: You may be dropped from the program with or without warning if your behavior dictates such. Upon request, we will write a letter of recommendation for volunteers who have completed at least 20 hours of service, have shown outstanding library behavior, and have demonstrated enthusiasm and commitment in working at the library and with library staff.

KEEP THIS PAGE FOR YOUR RECORDS

REQUIRED TRAINING Wed, June 8 @ 6 to 7:30pm _____ or Thurs, June 9 @ 4 to 5:30pm _____

Application for Monona Library Junior Volunteer

Complete ALL blanks, including references, your signature, and the signature of your parents. We will contact you to confirm if you are accepted. We get more applicants than we can take -- if that happens and you don't get in, please try again next year. Questions? Please contact Karen 216-7453. **Application Deadline: Wednesday, May 25, 5:00 p.m.**

(JVs Complete the form - Please print neatly. This is considered when choosing volunteers.)

NAME _____

MALE / FEMALE _____ AGE _____

CURRENT SCHOOL _____ CURRENT GRADE _____

HOME PHONE(S) _____ CELL PHONE _____

EMAIL _____ (Preferably your email address or a parent/guardian since we use email for scheduling and keeping you updated about responsibilities and events. Talk to your parent about getting an account.)

STREET ADDRESS _____ APT # _____

CITY _____ STATE _____ ZIP CODE _____

PARENT'S NAMES

_____ WORK PHONE _____

_____ WORK PHONE _____

Important! We are looking for help from June 10 to August 6.

I would like to work _____ hours per week. (3 to 8 hours per week). Please be realistic. Please indicate hours you are available to work per week based on the open library hours ([see page 1](#))

I prefer to work a _____ long shift (3 hrs) _____ short shift (2hrs) I prefer to work per week _____ 2x _____ 3x _____ 4x

I am available to work: (example, Mondays 3 - 8 pm and Fridays 10 - 4 pm and Saturdays 1 to 5pm.)

I cannot work: (examples for vacation plans, school, camp, lessons, etc. Weds 1 to 3, July 10 to 17)

Please check if you have an *interest* in helping with programs. This does not obligate you.

_____ Storytime for preschool children (set up, clean up only) _____ Teen Events (set up, clean up)

_____ Discovery Days for ages 5 to 10 (set up, activities, cleanup)

_____ Wednesdays Family programs (set up, checkin kids, videotape, crowd control, clean up)

Shirt: Friends of the Monona Public Library provide a **T-shirt**. Not all sizes available. Mark 1st, 2nd, 3rd choice.

____ Adult X-Large ____ Adult Large ____ Adult Medium ____ Adult Small ____ No T-shirt ____

Required Training: Wednesday, June 8 @ 6 to 7:30pm _____ or Thursday, June 9 @ 4 to 5:30pm _____

(Bring your calendar. Call Karen if neither of these dates work for you.)

Introduce Yourself! Consider greeting Karen when submitting your application.

REQUIRED

1. References, *not* a parent. Teachers, neighbors, people you worked for, etc. Print clearly.

Please attach letters of reference. Reference letters should include:

how reliable and trustworthy you are, work ethic history, honesty, communication and people skills, etc.

Name _____ Relationship to applicant _____

Reference Letter included _____ Reference letter emailed _____

Phone _____ Email _____

Name _____ Relationship to applicant _____

Reference Letter included _____ Reference letter emailed _____

Phone _____ Email _____

2. Attach a letter and include the following: (Optional: attach a picture of yourself)

Tell me about other volunteering you have done, your recreational interests, your special skills.

Have you participated in library summer reading programs in the past?

Why should we pick you as a Junior Volunteer over the other applicants? Why do you want to be a JV?

Do you know how to find books and other materials in the Monona Library?

How will you benefit from working as a volunteer at the library?

3. Please read the application thoroughly, front and back. Complete all sections, and sign below.

I have read the above application form completely

I agree to work responsibly and conscientiously at my volunteer duties.

I will work for at least 20 hours between June 10 and August 6 as a Junior Volunteer.

I will behave appropriately in the library, including limiting computer use to only JV responsibilities.

I will call other JVs to try to find a substitute if I cannot work on my scheduled date/time.

I will keep track of my time worked and duties performed on the Time Sheet.

Junior Volunteer Signature: _____

4. PARENT/GUARDIAN, IMPORTANT PERMISSION: (Please initial & sign agreement to conditions)

Your child's name, phone, and email will be included on a substitute list so JVs can make arrangements for someone to cover their scheduled time if they take off due to vacations and emergencies. I use group email to send announcements. JVs are responsible for knowing their schedule.

____ I have completely read the application form with my child and agree with the information provided.

____ I agree to help my child be responsible for the time they sign-up to work their volunteer hours.

____ I consent to the use of photographs or videos of my child taken during community service by any representative of Monona Public Library or any TV or paper news reporter, in exhibits, or any media this year and in the future (newsletter, library website, promotional posters, brochures, etc...).

PARENT/GUARDIAN SIGNATURE(S)

Sign: _____ Date: _____

Sign: _____ Date: _____