

Frequently Asked Questions

How do I volunteer?

Simply fill out this application and return it to the Youth Services desk. You can expect a call from the Teen Volunteer Coordinator to schedule your hours soon after.

How old do I have to be?

You need to be between the ages of 13-18. 12 year olds may volunteer the summer following sixth grade.

What will I do when I volunteer?

Teen Volunteers are scheduled in 1-2 hour blocks and help us in a variety of ways including: straightening shelves, cleaning books, organizing files, assisting with our programs for youth, and much more.

Why would I want to volunteer?

There are many benefits to volunteering with the Ada Community Library, such as:

- Gain work experience
- Serve your community
- Make new friends
- Fulfill school or scouts requirements

What is Expected of Me as a Volunteer?

1. Arrive on time.
2. Call ASAP if you will be late or unable to work your scheduled time.
3. Sign in when you arrive, and sign out when leaving.
4. As a volunteer you are representing the Library so you need to dress neatly and appropriately. Be courteous to all patrons, and follow the rules for proper behavior in the library.
5. **ASK!** If you are not sure about something, **ASK!** We would rather help you make sure it is done right than have it done incorrectly.
6. If any situation should arise in which you feel uncomfortable or unsafe around any individual, please contact a staff member immediately.
7. Hang out and chat with friends who are at the Library **before or after** your scheduled time, but not while you are working.
8. Any question not related to the task you have been assigned should be referred to a librarian or staff person. You may direct patrons to the restroom or drinking fountain, but all other questions should be directed to staff.

More Questions?

If you have any more questions about volunteering with the library, please contact the Teen Volunteer Coordinator, or any Youth Services staff member.

Teen Volunteer Coordinator
208.362.0181 x4

Workforce Readiness!

Teen Volunteer Application
adacommunitylibrary



volunteer ♦ serve ♦ make your mark

Volunteer Information

Date: _____

Name: _____

E-mail: _____

Phone Number: _____

Address: _____

City & Zip: _____

School: _____

Grade: _____

How long do you plan to serve as a
volunteer for the Library?

Emergency Contact Information

Name: _____

Phone Number: _____

Relationship: _____

Please indicate the days and times you are available to volunteer:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

*Volunteering is like a job. We count on you to be here at the times you agree to be.

What are your volunteer service interests?

Design
Help promote programs for teens

Clerical Projects
Data entry, filing, etc.

Special Events
Help the library host events for teens/kids/families

Write Reviews of Books for Teens
Promote great books online and in print

Simple Mending Services
Clean books and find/repair damaged media

Get Crafty
Help us get ready for upcoming programs

Would you like to be on our "on call" list for helping out at Special Programs that arise from time-to-time?
 YES NO

Got Skills?

Please list any education or training you feel would be relevant or useful during your volunteer experience

Please list any special interests, skills or talents you would be willing to use during your volunteer experience

In order to ensure your success as a volunteer, please list any special needs:

I hereby apply to work as a volunteer in the Youth Services area of the Ada Community Library. I understand that if I am accepted, I will be expected to show up and work when I am scheduled. I will notify the Teen Volunteer Coordinator if I am not able to work as scheduled.

Signature of volunteer applicant: _____

Signature of parent or guardian: _____