



Summer Teen Volunteer Guidelines

(Age 12 - Age 15)

Thank you for your interest in the Summer Teen Volunteer Program at the Johnson County Library. As a Volunteer, you will have the opportunity to gain job experience, learn new skills, and meet new people. Please take a moment to read the expectations before applying for this volunteer position:

Expectations:

1. You must be 12 years old by June 1 in order to apply for this opportunity.
2. This is a commitment for both you and your parent(s). Please talk this over to be sure that you have transportation to arrive on time. Both you and your parent or guardian must sign the application.
3. Be on time. If you can not make it, or will be late, call and let us know. At least 24 hours notice is appreciated. Student Volunteers accomplish a great deal that is necessary for the library to run well.
4. Do not bring younger siblings or friends with you when you are scheduled to volunteer.
5. Please alert your supervisor of any vacations, camps, or other summer activities that may interfere with your volunteer position at the time you apply.
6. If you plan to check out books or other library materials, please look for these before or after your shift.
7. While there is no dress code, we ask that you wear casual, clean, and comfortable clothing. Remember the library is cool so dress appropriately.
8. Remember to sign in and out on your volunteer timesheet each time you volunteer.
9. Be respectful and courteous to all patrons of the library at all times. Respect their privacy and be helpful. If you do not know the answer to a question, assist them in finding someone who does.

Please return your completed application to the Youth Services Librarian at the library location of your choice. Applications will only be accepted between April 1 and May 15.