

Summer Reading Teen Volunteer Application

Application due April 30th, 2024



**ANDOVER
PUBLIC LIBRARY**
UPLIFTING OUR COMMUNITY
through ENLIGHTENMENT

Andover Public Library

1511 E Central Ave

Andover, KS 67037

(316)558-3500

Requirements:

- Must be between the ages of 11-18
- Must have transportation to and from the library
- Must be a dependable, responsible worker.
- Must attend **MANDATORY** orientation session on May 22nd pm from in the library's community room.

Description of Duties and Responsibilities:

Program and Storytime Shifts (3 volunteers per shift):

- Assist with Weekly Storytime or Special Storytime, including activities and crafts
- Help with music and props
- Assist with special programming or events

Library Shifts (3 volunteers per shift):

- Cleaning toys, puzzles, tables, board books, etc.
- Dusting shelves
- Finding books
- Folding or cutting paper
- Pick-up outdoor book drop
- Prepare crafts and kits for programs
- Shelf reading (refer to Volunteer Handbook)
- Sorting books on a cart (**no shelving**)
- Straightening

Performance Shift

- Greeters: wear costumes and greet patrons, take photos, and be in social media posts.

Grounds for Dismissal

- Missing your shifts three times without contacting the library.
- Failing to fulfill responsibilities or signs of misconduct after three chances.

YOU ARE RESPONSIBLE TO KEEP TRACK OF YOUR SHIFTS.

Schedule Options:

- Summer Reading runs from **May 31st to July 31st**. Teen Volunteers work only Monday through Friday.
- Library Shifts are Monday through Friday, from 9:00 a.m. to 12:00 p.m., 12:00-3:00 p.m., and 4:00 p.m. to 7:00 p.m. Volunteers can only sign up for **one shift per day and volunteer twice a week**.
- Teen Volunteers may serve up to 3 hours unless additional help is needed for a program or event, which could earn more hours.
- Sign-ups for programs and events will be available two weeks in advance. Sign-ups are **first come, first served**. We will notify volunteers about how to sign up for programs at the front desk or through an online source such as Google Forms or another program.

Please get in touch with Kendra Ellison, Lead Circulation Librarian, and YA Librarian, with any questions: [**kellison@andoverlibrary.org**](mailto:kellison@andoverlibrary.org)

Teen Volunteer Application

Applicant's Full Name:			
Preferred Name or Nicknames:			
Preferred Pronouns: (circle one)	She/Her	He/Him	They/Them
Address:			
Phone Number:			
Email:			
What school do you attend?			
Current Grade:			
Age:			
Do you have any previous work or volunteer experience? If so, please list below:			

Do you have any experience acting or performing in theater or film? If so, please list below:

Why do you want to volunteer at the library?

Have you volunteered at Andover Public Library during the summer before? Yes No

What type of shifts would you be interested in? Check all that apply.

Library shifts Program/Event shifts Performance Shifts

When are you available to volunteer?

Days	Monday	Tuesday	Wednesday	Thursday	Friday
Hours					

Would you like us to add your email to the list for future volunteer opportunities (events or programs) during the school year? Yes No

Please indicate any dates or times in June and July when you're unavailable to work:

What skills or experiences are you hoping to gain as a teen volunteer at the library?

References: (please list up to two references, preferably not relatives)	
Name	Phone
Address	Relationship to you
Name	Phone
Address	Relationship to you

I certify that the information provided on this application is true and correct to the best of my knowledge. I understand that I am not guaranteed a volunteer position upon completion of this application at Andover Public Library.

Signature _____ Date _____

If under the age of 18, a parent or guardian must also sign.

I give permission for my child to volunteer at Andover Public Library

Parent/Guardian Signature _____ Date _____