

Student Teen Volunteers at the Library

STUDENTS AGE 14 AND OLDER - DID YOU KNOW?

This is an opportunity for students who plan to apply for college admission, to earn community service hours.

Students may volunteer during scheduled operations of Library Services and Programs

Library Hours are

Monday, Wednesday, Friday 9:00am - 5:00pm

Tuesday and Thursday 9:00am - 6:00pm

Saturday 9:00am – 12:00pm

WHAT WE OFFER:

- Job related experience
- An opportunity to work with the public in a real world environment
- Verification of hours worked that may be used in certificate/portfolio/resume

What We Require:

- A commitment of at least 2 hours per week or 10 hours per school semester. Students may only work a maximum of 4 hours per day when working special events.
- Dependability. Please be punctual for your scheduled shift and call the library at 606-287-8113 if you are unable to work. Teens that are absent and have not notified the library will be noted as "absent without notification" on the volunteer schedule. **More than 2 "absent without notification" will result in losing eligibility to volunteer that semester.**
- Eligibility and extra-curricular activities. Volunteers participating in extracurricular activities **must work at minimum of 2 out of 4 scheduled Saturdays during a month** to remain active on the Saturday shift. Shifts can be made up by working a different shift day or doubling a Saturday shift. Staff must be notified of these schedule changes.
- Dress code: the library follows the Public School dress code.

Teen application forms are available at the Jackson County Public Library.

For more information, please call the Ashley at 606-287-8113 or

email Ashley.wagers@jcplib.org

WHAT TEEN LIBRARY VOLUNTEERS DO:

If you enjoy libraries, books, learning new skills, and helping your community, we will do our best to find the right volunteer job for you. The Jackson County Public Library offers a wide variety of long-term and short-term opportunities, depending on the time of year. Training will be provided so no experience is needed. All it takes is a willingness to learn!

Shelving/Reading Shelves (Year-round)

After-school, Saturdays and increased shifts during June, July and August. Shelving is returning items to the shelves in correct order. Reading shelves is maintaining alpha and numeric order of the book collection.

Summer Event Assist (Date Driven Summer Only)

During June and July, teen volunteers assist the children’s librarian with special programs and events, including setup, crowd management and clean up. **Must be available for at least 36 hours.**

Application

Name (Print): _____ Date of Birth: __/__/__

Address / City/ State / Zip Code: _____

Teen Phone: _____ Contact Email: _____

Parent/Guardian Name (Print): _____ Phone: _____

Please check below the day(s) of the week and select AM or PM shifts that you are available to work.

| | Mon | Tue | Wed | Thr | Fri | Sat |
|----|-----|-----|-----|-----|-----|-----|
| AM | | | | | | |
| PM | | | | | | |

All Volunteers at the Jackson County Public Library are encouraged to be library members.

I have read and agree with the above listed volunteer eligibility requirements.

Teen Applicant’s Signature: _____ Date: _____

I give permission for _____ to volunteer

on the day(s) time(s) noted on the application page.

Parent or guardian signature:

_____ Date: _____ Thank you for applying! We will email or call you within 5 business days. If there are no opportunities open, your application will be saved and we will contact you when volunteer positions become available.