

Due to COVID-19, no teens will be allowed to volunteer in the library building until further notice. **The library is providing online teen volunteering opportunities.** Please call or email Head of Children's and Young Adult Services Helen Margiotti for more information at (856) 794-4244, ext. 4246 or [hmargiotti@vinelandlibrary.org](mailto:hmargiotti@vinelandlibrary.org)

Or, you may just fill out and return this application electronically to the above email address or mail a print copy to Ms. Helen Margiotti, Vineland Public Library, 1058 E. Landis Ave., Vineland, NJ 08360. When we receive your application, you will be notified by email on how to proceed. **Please make sure that your email address is correct and easy to read.** Thank you for your interest.

## Children's Department Teen Volunteer Policy

Volunteering time and talent is a wonderful way to help the Vineland Public Library. All volunteer tasks must aid the library in achieving its goals and objectives and be consistent with the purpose and intent of the volunteer program. Volunteer talents, experience and interests will be considered. Volunteer services will supplement and not replace the work done by library staff.

### Eligibility to Volunteer

1. Teens must be in 8<sup>th</sup>-12<sup>th</sup> grade, and at least 13-years-old. Teens must have started 8<sup>th</sup> grade to be eligible to volunteer.
2. Teens should be residents of Vineland. Teens from other areas will be considered if we have a shortage of volunteers.
3. Teens must have a history of good behavior in school, in the community and in the library. Teens who need to fulfill community service hours as part of a punishment or probation will not be accepted, as they require extra supervision that the Children's Department staff is unable to provide.
4. All volunteers must fill out an application, and acceptance of volunteers will be based on an interview with a supervisory staff member. Volunteers are also asked to provide references.
5. Hours of volunteer service will be determined by the supervisory staff member in discussion with the volunteer, but each individual shift is no longer than three (3) hours. Weekdays work best because more staff are available to supervise.
6. Volunteers are expected to arrive at the library in time to begin work as scheduled or call the library if they will be absent. All volunteer work must be completed within normal library hours, but teen volunteers will be asked to stop working one half-hour before the library closes.
7. Both the volunteer and the Vineland Public Library have the right to terminate the volunteer's association with the library at any time.
8. As training and managing volunteers requires staff involvement, the Children's Department reserves the right to limit the amount of volunteers we have at any given time.
9. The primary task of volunteers will be to shelve and shelf-read books. Volunteers should be able to lift, bend and stand for extended periods of time. After training, teens should be able to accurately shelve according to the Dewey Decimal System

and they should be able to alphabetize fiction books. Arrangements may be made for teens who are physically unable to shelf-read, with the understanding that available volunteer tasks will be limited.

10. Volunteers should dress appropriately. Clothing that is appropriate for public school is also appropriate for the library.

## **Opportunities for Teen Volunteers**

**Shelving and Shelf-Reading** - All Children's Department volunteers are required to be able to capably shelf-read after training. This job entails standing and bending and lifting of books. This duty also requires attention to detail, an ability to organize using the Dewey Decimal system and an ability to alphabetize. This is the most common volunteer task in the Children's Department.

**Arts and Crafts** - Teens with a talent for drawing are welcome to volunteer to work on displays (bulletin boards) and to help design simple yet interesting crafts for children. Arts and Crafts opportunities are available in the spring and summer.

**Other duties** - Volunteers do whatever is necessary at the time. In addition to shelving and shelf-reading, tasks may include, but are not limited to, dusting or cleaning off tables after crafts, tracing & cutting out shapes to help prepare for craft programs, assisting with summer programs and photocopying.

We have read and understood the above policy, and we agree to abide by it.

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Volunteer's Name (Please Print)

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Volunteer's Signature

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Parent or Guardian's Name (Please Print)

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Parent or Guardian's Signature

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Date

Prepared by: Helen Cowan Margiotti, January 4, 2006  
Adopted by the VPL Board of Trustees: January 26, 2006

Date \_\_\_\_\_

## Application for a Teen Volunteer at the Vineland Public Library

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Grade \_\_\_\_\_ School \_\_\_\_\_

Email address \_\_\_\_\_

Reason for volunteering \_\_\_\_\_

Date hours are needed by (if any) \_\_\_\_\_

Work Experience (if any)

\_\_\_\_\_  
\_\_\_\_\_

Interests, skills, hobbies

\_\_\_\_\_  
\_\_\_\_\_

Have you ever done volunteer work? \_\_\_\_ Yes \_\_\_\_ No

If yes, where? \_\_\_\_\_

Organizations or clubs of which you are or were a member \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Limitations or restrictions \_\_\_\_\_

Are you available to work on regular schedule?

List the days and hours you would like to work.

Please write the name, address and phone number of 2 personal references that are **not related to you**. If it is a teacher, you may just include the name of the school instead of a home address.