

## Clapp Memorial Library

### Junior Volunteer Guidelines

The Junior Volunteer (JV) Program is sponsored by the Friends of Clapp Memorial Library. Students who will be entering 7th through 12th grade in the fall may apply for a position as a JV. Please complete an application and return it to the library by June 10<sup>th</sup>. The library staff will contact possible candidates to arrange an interview. Unfortunately, we may be unable to provide a JV position to all interested students but we hope all of you will participate in one of our Reading Programs.

Students who are selected for the JV positions will work at least 16 hours throughout the summer at the summer reading program table. Some other responsibilities may be helping at special library events under the supervision of the library's staff, entering information on the computer, using the copier, making phone calls, shelving books, decorating, assisting at a story time/children's activity, sharing a special talent and more.

In order to complete the JV Program students must:

- Work at least a total of 16 hours. It will be your responsibility to keep a written account of the dates and amount of hours worked.
- Read at least a total of 10 hours which you can track when you register online for the YA Summer Reading Program.

The Clapp Memorial Library is looking for responsible and friendly young adults who will take the job seriously. Completing the application neatly and completely is very important. Students are encouraged to include a letter of reference, especially if we do not know you and this is your first year applying. This program provides young adults a wonderful work experience while volunteering for their community.

The staff will deal directly with the JV if problems occur with behavior, tardiness, or not informing the staff of any changes to the work schedule. Parents are always welcome to speak with Jennifer Whitehead about questions or concerns.

The library appreciates the work JVs do each year and will provide each JV that completes the program with a letter for their school file and a gift certificate for the Book Sale. The Friends of the Library will thank the JVs by funding a special event at the end of the summer.

**Junior Volunteer Application  
Clapp Memorial Library**

Date turned in: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: (this is very important, this is how we will stay in touch)

Home phone : \_\_\_\_\_

Cell phone: \_\_\_\_\_ (please note if this is a parent's)

Entering Grade: \_\_\_\_\_

School: \_\_\_\_\_

Please explain in a few sentences why you would like to be a JV.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Please list interests and hobbies :

What are your strengths and how will that allow you to be a successful JV?

What do you consider your weaknesses?

The Library's hours in the summer are: Mon/Fri/Sat 9 am to 1 pm. Tues-Thurs. 9 am to 1 pm and 4 pm to 7pm. What days and times are you available?

Please list any dates this summer that you are not available:

All JVs will probably be assigned times to work at the SRP table, help children track their hours, giving out raffle tickets and answering questions. Are there other jobs that you are interested in?

Are you interested in working extra hours to be a part of a reading buddy program?

I have read and understand the Junior Volunteer Guidelines. If I have any questions I can ask Jennifer Whitehead. I understand it is my responsibility to communicate with Jennifer and arrive at the Library on time during my scheduled times. I understand that there may not be enough positions for everyone that applies and I will be contacted by the Library.

Student Signature; \_\_\_\_\_

I have read and understand the JV Guidelines and double checked the work schedule. It is my child's responsibility to plan and communicate with the staff of the Clapp Memorial Library.

Parent Signature: \_\_\_\_\_