# Teen Volunteer Application

Teen Volunteering is available for one hour a week and can be used for school requirements, religious confirmation, or just to improve your college applications. We are unable to provide court-appointed community service.

**Steger- South Chicago Heights**
**PUBLIC LIBRARY**
**FIND YOUR PATH**

Name: _____

Current Grade:        8        9        10        11        12

Teen Phone: _____        Contact Email: _____

What are the best ways to contact you?        ☐ Phone call                ☐ Text                ☐ Email

Emergency Contact Number: _____

**How many hours do you need? _____        When do you need them by? _____**

**Tell us about any special skills you have. (Ex: things you are good at, other languages you speak)**
_____
_____
__

# Steger-South Chicago Heights Public Library Teen Volunteer Application
## Parental Consent Form and Agreement
*If volunteer is 18, skip to volunteer signature.*

Parent name / Nombre del padre: _____

Phone number / Número de teléfono: _____

☐ Check here if your parent would prefer phone calls in Spanish.

I give permission for my child to be a teen volunteer for the Steger-South Chicago Heights Public Library. I understand that they will be expected to meet all the requirements of the position, including regular attendance and adherence to library policies and procedures. I understand that my child will not receive monetary compensation for the services contributed. I will support them by respecting their volunteer commitment and providing transportation if needed.

Doy permiso para que mi hijo/a sea un voluntario para la Biblioteca Pública Steger-South Chicago Heights. Entiendo que se espera que cumplan con todos los requisitos del puesto, incluida la asistencia regular y el cumplimiento de las políticas y procedimientos de la biblioteca. Entiendo que mi hijo/a no recibirá compensación monetaria por los servicios aportados. Los apoyaré respetando su compromiso voluntario y proporcionando transporte si es necesario.

Parent signature / Firma del padre: _____

Date / Fecha: _____

As a volunteer at the Steger-South Chicago Heights Public Library, I agree to the following:

1. I will arrive on time and sign in. If I'm unable to do this, I will call or email the library.
2. I understand that **two absences** without notification will result in my losing the ability to earn more hours.
3. I will conduct myself professionally.
4. I will not socialize with friends during my volunteer times.

Volunteer signature: _____ Date: _____

**SSCHPL**
**FIND YOUR PATH**

Revised 2/2022

# Volunteer Frequently Asked Questions
# (PLEASE KEEP THIS PAGE)

**What will I be doing?**
That depends on the day and what we have going on that week. Most of the time, you will be straightening out shelves, making sure books are in alphabetical order, shelving movies, and helping to clean up and organize in the kids area. You might help prepare for programs, like setting up a room or preparing crafts.

**Can I bring a friend with me to help?**
No. We only have tasks prepared for one person at a time, so please do not bring a friend or socialize during your volunteer time.

**What can I wear?**
The same dress code employees have – casual and presentable. Please be clean, neat, and avoid wearing anything that will disrupt the flow of the library (ex: something with profanity.) You may be bending, squatting, or reaching up high, so wear something you will be comfortable moving around in.

**What if something comes up and I can't make it?**
Call or email and let us know. We know that sometimes you get sick, or have a ton of homework, or have your favorite cousin in town. We've all been there. Please give us as much notice as possible.

**Can I help patrons at the desk?**
Because our computer systems have confidential patron information on them, only staff members can access staff computers.

**Will I get a letter of recommendation, or can someone give me a job reference?**
Volunteers who successfully complete service hours can request a letter of recommendation for things like college or scholarship applications. Dedicated and reliable volunteers may also ask for a reference on job applications.

**Who do I contact if I have questions?**
Jessica Rodrigues, Head of Information Services
Phone:    708-755-5040
Email:    jess@sschlibrary.org

Revised 2/2022