

## Teen Volunteer Policy

The purpose of the Teen Volunteer program is to provide assistance to staff while also providing quality service to patrons, and work experience for teens.

### What We Require:

Teen Volunteers must be between 13-18 years old.

Teen Volunteers must complete the online application, and if selected they will be contacted for an interview and/or orientation.

Dependability: Please be punctual for your scheduled shift. If you are unable to work your scheduled shift, please call the Youth Services Desk at 847-918-3218. Teens that are absent and have not notified the library will be marked "absent without notification". After 3 "absent without notification" instances, teens will lose eligibility to volunteer for that semester.

All Teen Volunteers will follow the "Teen Volunteer Rules of Conduct". Failure to comply with these rules may result in dismissal from the volunteer program, and/or change in volunteer assignment.

Volunteers agree that the library may at any time, for whatever reason, decide to dismiss a volunteer from the program, or change their volunteer assignment.

Volunteers understand that they are volunteering their time and will not be paid for their services as a volunteer, and expect no compensation.

### Rules of Conduct:

- Volunteers will notify the library if they cannot make their scheduled shift.
- Volunteers must sign in and out.
- Volunteers are ambassadors for the library, and should conduct themselves in a positive and friendly manner. If asked a question by a patron, volunteers should direct them to a staff member at the service desk.
- Volunteers are expected to dress appropriately.
  - Clothes should be clean and neat with no holes. Halter tops, low cut shirts, short shorts, sweat pants, pajama pants, yoga pants, etc. are not appropriate. Shirts with obscene comment, phrases, or pictures are not allowed.
- Volunteers are responsible for updating their personal information should it change. Ex. Phone number, address, etc.
- Volunteers will be familiar with, and abide by library policies and rules.

- Volunteers will show respect for library staff members at all times. You are here to assist staff members, so you are expected to complete your assigned tasks without complaining, arguing, or talking back.
- Focus on your duties while working. Avoid personal conversations, visiting with friends, texting, or using your cell phone.

#### Other Program Policies

- Teen volunteers cannot work more than 4 hours per day.
- Openings are on a first come first serve basis.
- Openings will be posted in the Volgistics calendar- eligible volunteers can access the calendar online.