

VOLUNTEEN APPLICATION



Grade : _____ Name of School: _____

Please note:

The Geneva Public Library District aims to match the needs of the Library with the strengths and skills of our Volunteer applicants. After receiving your application, we will notify you if a match has been made. If there is no match at a given time, we will hold your application and contact you when special projects arise.

Name: _____ Date: _____

Address: _____

E-mail Address: _____

Phone: _____

Describe any previous volunteer experience, special skills, or library-related interests:

Are you 18 years of age or older (Please circle your answer) YES / NO

EMERGENCY CONTACT INFORMATION

In case of emergency, please notify:

Name: _____ Relationship: _____

Home Phone: _____ Cell Phone: _____

I would like to apply to be a member of the: *(circle one or both)*

Program Crew (case-by-case)

Running Crew (1 hour, once a week)

Schedule Preference (Running Crew)

Mark all three choices. Saturdays **do not** have night options, and Sundays have **only** afternoon shifts.

Your Choices	Day (Monday–Sunday)	Time (morning, afternoon, or night)
1st Choice		
2nd Choice		
3rd Choice		

Please return this application to the Geneva Public Library District, 127 James Street, Geneva, IL 60134.

Questions may be directed to teenvolunteers@gpld.org.

STAFF USE

Called _____ Scheduled _____

VOLUNTEEN STANDARDS

The Geneva Public Library District places a high value on Volunteers. The work of Volunteers supplements the work of staff and translates directly into improved library service. As a result, we consider it important that our Volunteers meet certain standards of the Library.

Attendance: We depend upon Volunteers to work their scheduled hours. If you plan to be absent or late, we request that you call Youth Services at 630-232-0893. The success of the Volunteer Program depends on good attendance.

Conduct: As a Geneva Public Library District Volunteer, you represent the Library. Therefore, it is a very important to be courteous and friendly towards patrons, staff and your fellow volunteers. You are expected to follow all GPLD policies and procedures.

Dress: Your attire should always be neat, clean and comfortable. Short-shorts, tube tops, midriff shirts or jeans with holes are not acceptable attire.

Friends and Family: Friends and family are welcome to visit the Library. However, we ask that they do not interfere with your tasks or service to patrons.

Language: Please use appropriate language. Avoid slang, swearing and insensitive comments.

Conflicts: We want to make your volunteer experience a successful one for you and for the Library. If you have any conflicts with policies, procedures or your Volunteer duties, please contact the Library at teenvolunteers@gpld.org.

Dismissals: The Department Manager/staff member and Deputy Director reserve the right to dismiss a Volunteer for inappropriate behavior such as:

- Repeated absences.
- Consistently poor performance of duties.
- Destruction or theft of the Library's or an individual's property.
- Possession of firearms, alcohol or controlled substances on Library's property, or reporting to volunteer under the influence of alcohol or any illegal drugs.
- Public displays of abusive or disruptive behavior.
- Abusive language or conduct toward staff, volunteers or the public.
- Invasion of privacy or breach of confidentiality of patrons, staff or volunteers.
- Misuse of any Library records, including electronic data.

Record Keeping: For record keeping and recognition purposes, all Volunteers are required to sign in and note the date and hours worked when they finish for the day.

Parent/Guardian: I have read these standards and I release the Library for any activities my child engages in while in service to the Library. Furthermore, once my child has signed out for the day, the Library staff is not responsible for him/her.

Signed: _____ Printed name: _____ Date: _____

Volunteer: I have read and agree to these standards.

Signed: _____ Printed name: _____ Date: _____

CONFIDENTIALITY AGREEMENT

Volunteers are responsible for maintaining the confidentiality of all proprietary and privileged information to which they are exposed while serving as a volunteer. This information may involve a staff member, a volunteer, a patron or possibly overall organizational business. Your volunteering with Geneva Public Library assumes an obligation to maintain confidentiality. As a volunteer you may be privy to information that is confidential in nature. All such information is not to be shared with your family, friends nor acquaintances.

Our patrons entrust Geneva Public Library with important information relating to their personal lives. The nature of this relationship requires maintenance of confidentiality in safeguarding the information received. Geneva Public Library earns the respect and further trust of our clients.

Volunteers are required to sign this confidentiality agreement and compliance with this agreement is a condition of their continued participation in our programs. In the event that a volunteer breaches confidentiality, the Library will terminate its relationship with the volunteer immediately.

Any violation of confidentiality seriously injures Geneva Public Library's reputation and effectiveness. Therefore, please do not discuss Geneva Public Library business with anyone who does not work or volunteer for us. Never discuss Library business transactions with anyone who does not have a direct association with the transaction.

I, the undersigned, have read and agree to abide by this confidentiality agreement.

Volunteer's signature: _____

Date: _____

VOLUNTEEN CREW DESCRIPTIONS

Program Crew (hours variable; average once a week, 1 hour)

Working with children in storytimes or activity-based programs is not only rewarding, but can make time fly! With a variety of fall programs, there are plenty of age groups and styles to consider. A Volunteer in this position has a sense of fun, a love of learning, and an outgoing personality.

Running Crew (once a week, 1 hour)

A Volunteer on running crew keeps things running! Paper cutting, craft preparation, and other behind-the-scenes tasks are examples of how Volunteers keep the Youth Services Department running smoothly. This position requires no prior training to day one and offers more scheduling flexibility.

Selection Process:

Volunteer applications for the fall and spring are accepted on a first-come, first-serve basis. Applications for the fall will be accepted starting on July 15th, and the session will run August 28-December 9.