VOLUNTEEN APPLICATION

discover • inspire • grow
GPLD
GENEVA PUBLIC LIBRARY DISTRICT

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 Volunteen 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)*

Program Crew (case-by-case) **Summer Reading Crew (2 hours, once a week)**

Running Crew (1 hour, once a week) **Decoration Crew (1 hour, once a week plus special events)**

ALL CREWS MUST ATTEND A SCHEDULING SESSION BY APPLICANT OR PROXY THU, MAY 4TH AT 6:30PM.

Schedule Preference (except for Program 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_____ *Rev 2/24/17*

VOLUNTEEN STANDARDS

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

Attendance: We depend upon Volunteens 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 Volunteen Program depends on good attendance.

Conduct: As a Geneva Public Library District Volunteen, 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 Volunteen duties, please contact the Library at **teenvolunteers@gpld.org**.

Dismissals: The Department Manager/staff member and Deputy Director reserve the right to dismiss a Volunteen 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 Volunteens 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: _____

Volunteen: 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 requirements 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 breeches 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 so many different summer programs, there are plenty of age groups and styles to consider. A Volunteen in this position has a sense of fun, a love of learning, and an outgoing personality. **This position requires attendance at a one-hour training session before the season begins.**

Summer Reading Crew (hours negotiable; 2 hours/week)

A Summer Reading Crew member will get to know the Summer Reading Program like the back of their hand in order to help staff with sign-ups and check-ins throughout the summer. The Summer Reading Crew would also be given the opportunity to host their own drop-in/pop-up craft for a chance to work with patrons directly. These volunteens aid with program prep, such as cutting string, preparing craft packages, etc. **This position requires attendance at a one-hour training session before the season begins.**

Running Crew (once a week, 1 hour)

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

Decoration Crew (pre-Summer Reading: 2-4 hours/week; thereafter, once a week, 1 hour)

It takes many hands to create a dazzling display for Summer Reading. Whether you have ideas of you own or simply want to help staff bring ideas to life, the Decoration Crew will help set up decorations for the season, maintain, fix, or innovate during the summer. They will then help with tear-down at the end and a background in arts or crafts is welcome.

Selection Process:

A lottery drawing will be held Monday, May 1 at 9 a.m. to determine order of scheduling and, if maximum applicant number is exceeded, which applicants will be selected for those crews. Emails will be sent out on May 1 as well. Applicants who are not selected for the desired crew may be able to sign up with a different crew, if space allows.