

WHAT: The teen volunteer program is an opportunity for students ages 14-18 (8th grade-12th grade) who plan to apply for college or need community service hours for club or school activities. We are very flexible and willing to work with teens to achieve their goals and cultivate the skills and passions that will allow them to be successful in their extracurricular and professional pursuits. We do not accept applicants who need hours for court mandated community service.

Teens will not be allowed to volunteer more than three hours per day or more than 18 hours per school week. Teens may only volunteer between the hours of 10am-7pm.

What we offer:

- Job related experience
- An opportunity to work with the public in a professional real world environment.
- Verification of hours worked that may be used in certificate/portfolio/resume.

What we require:

- **Skills Assessment.** Before volunteering with the library, teens must pass a short five minute skills assessment test. It can be found online here: <http://bit.ly/2FV6Vrc>
- **Dependability.** Please arrive on time for your scheduled shift and call our office, 337-721-7117, if you are unable to work. Teens that are absent and have not notified the library will be noted as “absent without notification” on the volunteer schedule. More than 3 “absent without notification” will result in losing eligibility to volunteer that semester.
- **Good Character.** Volunteers are expected to conduct themselves with integrity, respectfulness, and a positive attitude. Teens displaying behaviors that do not uphold these standards will result in losing eligibility to volunteer that semester.

A list of tasks volunteers may be asked to assist with:

- Organizing and tidying shelves.
- Cleaning and tidying in public library spaces.
- Providing feedback on current teen programming.
- Assisting with teen program preparation.
- Developing displays for the teen area.
- Providing support and assistance at teen events.

For more information, please call Kim Cascio at 337-721-7117 or email at kcascio@calcasieulibrary.org or Megan Thomas at 337-721-7121 or email at mthomas@calcasieulibrary.org.

APPLICATION

PART I. Please navigate to <http://bit.ly/2FV6Vrc> and take a short skill assessment test.

PART II. Fill out the form below:

Name (Print): _____ Date of Birth: ___/___/___

Address/City/State/ Zip Code: _____

Teen Phone: _____ Contact Email: _____

Parent/Guardian Name (Print): _____ Phone: _____

Please indicate the number of hours you would like to work and your weekday/time availability. Also indicate whether you would like to work on a regular schedule (weekly, monthly, etc.) Otherwise, please indicate any specific dates would like to work. The teen volunteer supervisor will contact you to finalize dates and times. Hours are available Monday-Thursday 10am-7pm and Friday 10am-6pm.

1. Total number of hours needed, if applicable: _____

2. Weekday/Time availability (shifts available only **Monday-Friday; 10am-7pm only.**)

The following need to be answered by the teen applicant unless aid with writing is necessary; answers need to be from teen. Applications will not be considered unless this portion is completed.

3. Tell us if there is a specific activity or duty you would like to help with at the library:

4. Tell us why you want to volunteer at the library:

I have read and agree with the above listen volunteer eligibility requirements.

Teen Applicant's Signature: _____ Date: _____

I give permission for _____ to volunteer on the day(s) and time(s) noted on the application page.

Parent or guardian signature: _____ Date: _____

Last Edited-9/12/18