

Parsippany-Troy Hills Public Library
Main Library
449 Halsey Road
Parsippany, NJ 07054
973-887-5150

Fall 2019-Spring 2020
Teen Volunteer Application

Thank you for your interest in volunteering at the Parsippany- Troy Hills Public Library. We value your willingness to help. **Volunteers must be entering 8th grade to be eligible for consideration.** It is the sole responsibility of the teen to complete the application and communicate with the supervising librarian. Please return your completed application to the Teen Desk or downstairs at the Children’s Desk. **Applications dropped off by parents will not be considered.** *Given the high volume of applications received, please provide as much detailed information as possible. We may not be able to accommodate all interested parties immediately. You will be notified only if there is an available spot. However, your application will be held and you will be notified as spaces become available.*

NAME	
ADDRESS	
PHONE	
EMAIL	
SCHOOL	
GRADE	
LIBRARY CARD #	

Please choose the day(s) of the week you are available to volunteer. **You will be notified *only* when a spot becomes available** (please check all that apply):

- Monday Tuesday Wednesday Thursday Friday Saturday

Please list any relevant experience and any special interests (i.e. previous volunteer work, interest in technology, creative skills, etc.)

Have you ever volunteered in a library before?

- Yes No

Student Agreement:

I am willing to complete my volunteer hours at the Parsippany Public Library if selected as a Teen Volunteer. I have read and agree to abide by all of the Teen Volunteer guidelines. I will be on time and work the hours assigned to me. I will complete all assigned tasks in a satisfactory manner. I understand that if my work is deemed repeatedly unsatisfactory, my status as Teen Volunteer will be terminated.

Sign: _____ Date: _____

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Teen Volunteer Rules and Guidelines
-Please keep as a reference-

1. All Teen Volunteers must be in 8th grade or higher, **be Parsippany residents and have a library card in good standing.**
2. Teen volunteering is good preparation for future employment, volunteers, not their parents are responsible for all paperwork, deadlines and communication with the supervising librarian.
3. Volunteer must provide **THEIR** email address. Please print clearly.
4. Teen Volunteers must dress appropriately and professionally and wear a nametag during their hours.
5. If you are unable to come in when scheduled, you must call and inform a staff member in the Information Services department. Repeated failures to call or email may result in the termination of the volunteer agreement.
6. All Teen Volunteers are members of the Teen Volunteer Team and should attend Team meetings. Priority is given to active, well-trained volunteers.
7. No cell phone use in the library during volunteer hours. If you need to make an important call, please let someone know and then step outside to make your call.
8. Treat fellow volunteers, library staff and library patrons with respect.
9. Guidelines for volunteering:
 - a. Upon arrival, you must sign into the Volunteer book behind the Customer Service desk
 - b. You will then begin work in your assigned area: shelving, organization, Teen Central, program help, etc.
 - c. All assigned duties must be completed satisfactorily
 - d. If you are assigned to shelf read, please do so thoroughly. It is not possible to accurately shelf read the entire library in 30 minutes or an hour or even 5 hours