

# TEEN VOLUNTEERS NEEDED

## WHAT

Summer volunteers work at the Library during the Summer Reading Program. Volunteers work one two-hour shift a week. All interested teens must fill out an online Teen Volunteer Corps application and attend a 2 hour orientation session which will include pizza.

Applications are due by **Mon., April 9, 2018.**

### SUMMER READING PROGRAM DESK ASSISTANT

Assistants will be responsible for enthusiastically promoting and explaining the Summer Reading Program for both Children and Teens. Volunteers assist in entering data, awarding prizes and help keeping prizes tidy.

*OTHER JOBS TEEN VOLUNTEER CORPS MEMBERS ARE INVOLVED WITH THROUGHOUT THE SUMMER ARE:*

### SPECIAL PROGRAM ASSISTANT

Teens help with a variety of special programs offered throughout the summer. Help set up or clean up, get crafts and snacks ready or other jobs. We will need lots of help with the End of Summer Celebration.

### PUT AWAY DVDS, VIDEOS AND CDS

Help us keep the library neat! We need helpers to put media back in its place.

## WHO

Students currently in grades 6<sup>th</sup>–12<sup>th</sup> & college can join the Teen Volunteer Corps. Interested volunteers should be both customer service oriented (friendly and polite) and detail oriented (careful and conscientious).

## HOW

Fill out the online application at: <https://goo.gl/uUERPb>

Within 72 hours you will receive an email containing a link to SignUpGenius with instructions on selecting your floor and shift preferences. These are not guaranteed shifts, but will help staff create a schedule. Your final schedule will be sent to you around Mon., April. 16

## WHEN:

Summer Volunteering begins after the school year ends to July 29, 2018, but you must attend a **CUSTOMER SERVICE TRAINING** held at the Library on **Thurs., May 24 @ 5 – 7 PM.**

**PIZZA IS INCLUDED!**

## INFORMATION YOU NEED:

### HOW TO MAKE SHIFT PREFERENCES

Go to SignUpGenius and fill out a 1st & 2nd choice of Shifts (choosing Days & Times).

### CHOICES WILL INCLUDE:

Mon., Tues., Wed., Thurs., Fri. & Sat.  
9:30 AM – Noon, Noon - 2 PM, 2 - 4 PM, 4 - 6 PM

**NOTE: The Library closes at 5 PM on FRI.  
SAT. Shifts: 9:30 AM – Noon & Noon – 2 PM**

- Volunteers will be asked to refrain from using their cell phone during their shift.
- Volunteers will be asked to leave if they do not listen to or are not respectful of Library staff and volunteers.

### CUSTOMER SERVICE TRAINING

You are required to attend a Customer Service Training on **Thurs., May 24 at 5 – 7 PM @ the Hussey-Mayfield Memorial Public Library.** Pizza will be served at training.

**CHECK to attend this Special Events:**

- 18 Hour Special Event on Thurs., Aug. 2 @ 10 AM** (for those who volunteered 18 hours or more)



**\*VOLUNTEER at least 18 hours & get an exclusive invite to a SPECIAL EVENT**



PATRICIA VAN ARSDALE & LAURA GANGSTAD  
TEEN VOLUNTEER CORPS COORDINATORS  
(317) 873-8341  
PATRICIAV@ZIONSVILLELIBRARY.ORG  
LAURAG@ZIONSVILLELIBRARY.ORG

HUSSEY-MAYFIELD  
MEMORIAL PUBLIC  
LIBRARY

250 N. Fifth St., Zionsville, IN