



Junior Volunteer Informational Packet

What are Junior Volunteers?

Junior Volunteers are middle school-aged students who volunteer during the summer at the Poudre River Public Library District.

How old are Junior Volunteers?

Junior Volunteers are tweens and younger teens who will have finished grade 5, 6, 7 or 8 by the start of the summer.

What do Junior Volunteers do?

Junior Volunteers assist with programs and work with younger children. They may present a puppet show to small children, lead action songs in storytimes, or show young children how to do a craft or experiment.

Do Junior Volunteers work as part of a team?

Yes, Junior Volunteers work in teams of 3 to 8, and are always supervised by library staff. Junior Volunteers may be given smaller tasks to work on independently, such as straightening shelves or passing out supplies at a table, but most of their work is collaborative, and staff will always be available for questions and assistance.

Why should I become a Junior Volunteer?

Working as a Junior Volunteer is not only fun, and often builds lasting friendships, but it also helps prepare you for our Volunteer Program, or for other volunteer or paid work you may want to participate in when you are older.

Do Junior Volunteers need to come to every shift?

We expect every Junior Volunteer to commit to coming to the majority of their shifts. We also expect every Junior Volunteer to attend their training session. Allowances will be made for sickness and emergencies.

How do I become a Junior Volunteer?

Fill out the application, and return it to the Old Town Library, Harmony Library, or Council Tree Library **by 9:00 p.m. on April 20, 2020**. We will contact you by May 4 to let you know if you have been accepted into the program for summer 2020.

Session Descriptions

STEM Pop-up Lab—Session 1

Location: Council Tree Library
Tasks: Host STEM activities for younger children
Dates: Mondays, June 1 to June 22
Time: 10 am to noon

Training: Friday, May 29 from 10 to 11 am

Training is required.

Junior Volunteers must be able to attend at least three of the Pop-up Labs (June 1 to June 22).

STEM Pop-up Lab—Session 2

Location: Harmony Library
Tasks: Host STEM activities for younger children
Dates: Thursdays, July 2 to July 23
Time: 10 am to noon

Training: Thursday, June 25 from 11:30 am to 12:30 pm

Training is required.

Junior Volunteers must be able to attend at least three of the Pop-up Labs (July 2 to July 23).

Session Descriptions—continued

Storytime Helpers—Session 1

Location: Council Tree Library
Tasks: Help library staff during storytimes
Dates: Tuesdays, June 2 to June 23
Time: 9:30 to 11:30 am

Training: Friday, May 29 from 10 to 11 am

Training is required.

Junior Volunteers must be able to attend at least three storytimes (June 2 to June 23).

Storytime Helpers—Session 2

Location: Council Tree
Tasks: Help library staff during storytimes
Dates: Tuesdays, June 29 to July 20
Time: 9:30 to 11:30 am

Training: Friday, June 26 from 10 to 11 am

Training is required.

Junior Volunteers must be able to attend at least three storytimes (June 29 to July 20).

Session Descriptions—continued

Family Night Helpers—Session 1

Location: Council Tree Library
Tasks: Help library staff during Family Night programs
Dates: Thursdays, June 4 to June 25
Time: 6:30 to 8:30 pm

Training: Thursday, May 21 from 7 to 8 pm

Training is required.

Junior Volunteers must be able to attend at least three Family Night sessions (June 4 to June 25).

Family Night Helpers—Session 2

Location: Council Tree Library
Tasks: Help library staff during Family Night programs
Dates: Thursdays, July 2 to July 23
Time: 6:30 to 8:30 pm

Training: Friday, June 26 from 7 to 8 pm

Training is required.

Junior Volunteers must be able to attend at least three Family Night sessions (July 2 to July 23).

Session Descriptions

Puppet Show

Location: Old Town Library
Tasks: Rehearse and perform a puppet show for younger children
Dates: Tuesdays, June 3 to July 22
Time: 12:30 to 2 pm

Training: June 3
Performance: July 22

Training and Performance dates are required.

Junior Volunteers must be able to attend at least four of the practices (June 10 to July 15).

Important Dates

- April 20: Junior Volunteer applications are due.
- The sooner you get your application in, the better your chances of being offered a position as a Junior Volunteer!
- By May 4: You will be notified by email whether you've been accepted and if so, when your shift is. Check your email regularly!
- August 2: The Junior Volunteer Red Carpet Reception!
- Junior Volunteers and their families are invited to a special event honoring the Junior Volunteers' hard work. Light refreshments will be provided.
- 7 to 8 pm at the Council Tree Library.

Junior Volunteer Code of Ethics and Work Agreement

I understand that as a Junior Volunteer for the Poudre River Public Library District, I will be considered a valuable member of the library team and will be expected to assume the responsibilities in my job description.

I understand and agree to:

- Participate as a reader in the 2020 Poudre River Public Library District Summer Reading Program.
- Maintain a neat and clean appearance and dress appropriately for the job I'm doing, including wearing a nametag provided by the Library.
- Be reliable and punctual, notifying my supervisor as soon as possible if delayed or unable to keep to my schedule. (Old Town: 416-2827; Harmony: 204-8408; Council Tree: 416-2791; Answer Center: 221-6740.)
- Abide by the Library's Standards of Acceptable Behavior and interact with library customers in a courteous manner.
- Give full attention to my job, which means I will not bring friends or siblings with me to my job, or use my cell phone during my shift.
- Be a cheerful and cooperative team player, asking staff for help when I have problems or questions, and providing them with suggestions.
- Commit to a regular weekly shift.
- Share my love of books and reading with other young people in the Library.

staff only: hour and date



**POUDRE RIVER
PUBLIC LIBRARY**
DISTRICT

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Junior Volunteer Application Summer 2020

First Name: _____

Last Name: _____

School: _____

Grade completed by end of this school year: _____

Have you been a Junior Volunteer before? YES NO

If yes, which library (or libraries) did you volunteer at?

If yes, what kind of tasks did you do as a Junior Volunteer?

Why do you want to be a Junior Volunteer? _____

What are some of your hobbies and interests? _____

Applicant's First and Last Name: _____

Parent/Guardian name(s):

Parent/Guardian email(s):

Parent/Guardian phone(s):

Alternate contact if above person is not available:

Phone: _____

Medical doctor/clinic: _____

Phone: _____

I understand that in the event of any serious injury or illness of my child, library personnel will make every effort to contact me. If I cannot be reached, I authorize library personnel to sign such waivers as may be necessary to provide emergency medical, surgical, or dental treatment.

Parent/Guardian signature: _____

Date _____

Applicant's First and Last Name: _____

Street address: _____

City: _____

Zip code: _____

Phone*: _____

Email address*: _____

*We'll use what you list here in order to contact you about your application; you may list more than one email address and phone number.

Preferred Session:

Please rank each session in order of preference. Session descriptions, locations, times, and dates can be found in the Junior Volunteer Informational Packet

You may cross out or leave blank any session that you aren't able or don't wish to do.

- STEM Pop-up Lab Session 1
- STEM Pop-up Lab Session 2
- Storytime Helpers Session 1
- Storytime Helpers Session 2
- Family Night Helpers Session 1
- Family Night Helpers Session 2
- Puppet Show

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- Give full attention to my job, which means I will not bring friends or siblings with me to my job, or use my cell phone during my shift.
- Be a cheerful and cooperative team player, asking staff for help when I have problems or questions, and providing them with suggestions.
- Commit to a regular weekly shift.
- Attend my training shift.
- Share my love of books and reading with other young people in the Library.

In return, Poudre River Public Library District agrees to:

- Provide necessary training and orientation.
- Review volunteer performance, maintain volunteer records, and provide a certificate attesting to volunteer's service at the end of the summer.
- Welcome volunteer as a team member in the Children's Services areas of Poudre River Public Library District.

Volunteer signature _____ Date _____

Parent/Guardian signature _____ Date _____

Librarian signature _____ Date _____

Parents: Photographs of Junior Volunteers doing their volunteer work are often used in library publicity. If you do *not* want a photograph of your child used in this way, you must advise Library staff before your child begins the program. Thanks!