



## **Junior Volunteer Application Information Sheet**

### **What are Junior Volunteers?**

Junior Volunteers are library volunteers who are not yet old enough to become regular library volunteers. Junior volunteers are given extra training and guidance on how to be exceptional volunteers.

### **What do Junior Volunteers do?**

Junior Volunteers work together with other Junior Volunteers—and with guidance from Youth Services Librarians— to present library programs for younger children during the summer.

### **What programs will Junior Volunteers present this summer?**

One group of Junior Volunteers will plan and host a Teddy Bear Sleepover for small children's teddy bears and other stuffed friends. Another group of Junior Volunteers will design and present an escape room for elementary age children and their caregivers.

### **Who can be a Junior Volunteer?**

Tweens and teens who will have just completed grades 5, 6, 7, and 8 are eligible to become Junior Volunteers.

### **How do I become a Junior Volunteer?**

To become a Junior Volunteer, you need to

- fill out the attached application (white sheets)
- return the completed application to the Council Tree Library by 5 pm on Sunday May 15
- attend a short interview by June 3 (you'll be contacted to schedule a time once your application has been turned in)

**Further Questions? Contact the Answer Center at (970) 221-6740 or via the form on our website.**

**Applicant: Keep this yellow sheet for yourself!**

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### **Important Dates in the 2022 Junior Volunteer Program**

April 15—May 15: Applications available.

May 15: Applications due.

April 16 to June 3: Applicants will be interviewed during these weeks. You will be contacted to set up an interview time.

May 23: All applicants will notified about their application by this date.

July 31: The Junior Volunteer Awards! You and your caregivers are invited to the Council Tree Library for refreshments and kudos, 6:30 to 8:30 pm.

### **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 2022 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. (Call Council Tree at 416-2791 or the Answer Center at 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 attending the meetings and shifts required.
- 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.

## Junior Volunteer Application—Summer 2022

This page is required.

Must be turned in at **Council Tree Library** by 5 pm on **Sunday, May 15, 2022.**

Name \_\_\_\_\_

Date of birth \_\_\_\_\_

Email address(es) \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_

School \_\_\_\_\_ Grade completed by end of this school year \_\_\_\_\_

Some of my interests, hobbies, and skills are \_\_\_\_\_.

Parent/Guardian name(s)  
\_\_\_\_\_

Parent/Guardian email(s)  
\_\_\_\_\_

Phone where my parent/guardian can be reached during my shift \_\_\_\_\_

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 \_\_\_\_\_

# Session Preferences

This page is required.

Please rank the sessions in order of preference; X out sessions you can't or don't want to do.

All Junior Volunteer shifts for summer 2022  
will take place at the **Council Tree Library**.

Teddy Bear Sleepover

Family Escape Room

## **Teddy Bear Sleepover**

Planning meetings are on Mondays June 6 to 20 6 to 8 pm  
(3 meetings total)

Event shifts will be Saturday June 25 4 to 6, 6 to 8, **8 to 10 pm**  
Sunday June 26 **9 to 11 am**, 12 to 2, 2 to 4 pm

Attendance at all meetings and two event shifts (one must be a **bolded** shift) are required.

## **Family Escape Room**

Planning meetings are on Mondays June 20 to July 25 10 am to 12 pm  
(5 meetings total) (no meeting on July 4)

Event shifts will be Saturday July 30 12:30 to 2:30, 2 to 4,  
3:30 to 5:30 pm

Attendance at four meetings and one event shift is required.

## Junior Volunteer Code of Ethics and Work Agreement

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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 2022 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. (Call Council Tree at 416-2791 or the Answer Center at 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 attending the meetings and shifts required.
- 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!