

Name _____

This page is required.

Junior Volunteer Application
PREREQUISITES

1. By summer 2019, will you have finished one of these grades: 5, 6, 7, or 8?

Yes No

2. Your training is very important, and it takes place during the week of May 27th to June 1st and lasts one hour. Can you be there?

Yes No

3. Can you commit to coming to all of the shifts are signing up for (barring illness)?

Yes No

If you answered yes to all three questions,
please select a training shift and weekly shift on the next two sheets.

Fill out and turn in the application and shift selections with this sheet!

Each regular weekly shift will be connected to a storytime or program. This may mean that you will help with the program itself, or it may mean that you will help with other tasks that need to be completed because of the program—such as tidying up. Over the four weeks, everyone should have a chance to learn a variety of tasks.

- Storytime—take pictures, count crowds, and perform storytime activities as directed. Please note, this may include standing up in front of a crowd of children and parents!
- Program—help set up and take down, take pictures, count crowds, and help kids with hands on activities.

There will also be **optional extra shifts**—these are not required and are in addition to your regular weekly shift .

- Kid Zones—help set up and take down, take pictures, count crowds, and help kids with hands on activities.

All storytime and program shifts include a mascot appearance (but it's not mandatory for every Junior Volunteer to wear).

Training Shift Preferences

This page is required.

Please rank the training shifts in order of preference;

X out training shifts that you can't do.

Old Town

<input type="checkbox"/>	Training Shift 1:	Friday	May 31st	4 to 5 pm
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Harmony

<input type="checkbox"/>	Training Shift 2:	Friday	May 31st	1 to 2 pm
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Council Tree

<input type="checkbox"/>	Training Shift 3:	Friday	May 31st	6 to 7 pm
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<input type="checkbox"/>	Training Shift 4:	Saturday	June 1st	11 am to 12 pm
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Each Junior Volunteer must attend one training.

While we recommend that you attend a training held at the same library that you plan to volunteer at, we understand that may not always be possible.

You may sign up for any training that fits your schedule.

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.

Old Town

<input type="checkbox"/>	Program Session 1:	Mondays	8:30 to 11:30 am 9:30 to 11:30 am	June 3rd and June 10th to 24th
<input type="checkbox"/>	Program Session 2:	Mondays	9:30 to 11:30 am	July 1st to 22nd
<input type="checkbox"/>	Storytime Session 1:	Fridays	9:30 to 11:30 am	June 7th to July 5th
<input type="checkbox"/>	Storytime Session 2:	Fridays	9:30 to 11:30 am	July 12th to Aug 9th

Harmony

<input type="checkbox"/>	Storytime Session 1:	Thursdays	9:30 to 11:30 am	June 6th to 27th
<input type="checkbox"/>	Storytime Session 2:	Thursdays	9:30 to 11:30 am	July 11th to Aug 8th

Council Tree

<input type="checkbox"/>	Program Session 1:	Thursdays	6:30 to 8:30 pm	June 6th to 27th
<input type="checkbox"/>	Program Session 2:	Thursdays	6:30 to 8:30 pm	July 11th to 25th
<input type="checkbox"/>	Storytime Session 1:	Tuesdays	9:30 to 11:30 am	June 4th to July 2nd
<input type="checkbox"/>	Storytime Session 2:	Tuesdays	9:30 to 11:30 am	July 9th to Aug 6th

Extra Shifts

This page is for extra shifts, in addition to your regular weekly shift.

This page is optional, you do not need to sign up for extra shifts.

Please rank the shifts in order of preference.

Old Town

<input type="checkbox"/>	Kid Zone 1:	Monday	12:30 to 3 pm	June 24th
<input type="checkbox"/>	Kid Zone 2:	Monday	12:30 to 3 pm	July 15th

Harmony

<input type="checkbox"/>	Kid Zone 1:	Monday	12:30 to 3 pm	June 17th
<input type="checkbox"/>	Kid Zone 2:	Monday	12:30 to 3 pm	July 8th

Council Tree

<input type="checkbox"/>	Kid Zone 1:	Monday	12:30 to 3 pm	June 10th
<input type="checkbox"/>	Kid Zone 2:	Monday	12:30 to 3 pm	July 1st
<input type="checkbox"/>	Kid Zone 3:	Monday	12:30 to 3 pm	July 22nd

Kid Zones are story and activity programs for children ages 6 to 9. These shifts often involve helping children with crafts or experiments, and will not include a mascot appearance.

Junior Volunteer Application—Summer 2019

This page is required.

Must be turned in at Old Town, Harmony, or Council Tree Library
by 9 pm on Monday, May 6, 2019

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 _____

Junior Volunteer Code of Ethics and Work Agreement

This page is required.

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 2019 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.
- Attend my training shift during the week of May 26th to June 1st.

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!

Applicant: Keep this yellow sheet for yourself!

Important Dates in the 2019 Junior Volunteer Program

April 15—May 6: Applications accepted. The sooner you get your application in, the better your chances of being offered a position as a Junior Volunteer!

By May 13: You will be notified by email whether you've been accepted and if so, when your shift is. Check your email regularly!

May 31—June 1: Training shifts, which absolutely positively may not be missed, unless an exception is approved by staff.

June 3—August 14—Junior Volunteer shifts.

August 11: The Junior Volunteers Appreciation Party! Come to Council Tree Library for food and games, 6:30 to 8:30 pm.

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- 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.

Training Shift Preferences

[This page is for your records](#)

Note to myself:

I put on my application that I'd be able to attend one of the trainings listed below.

Old Town

<input type="checkbox"/>	Training Shift 1:	Friday	May 31st	4 to 5 pm
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Harmony

<input type="checkbox"/>	Training Shift 2:	Friday	May 31st	1 to 2 pm
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Council Tree

<input type="checkbox"/>	Training Shift 3:	Friday	May 31st	6 to 7 pm
<input type="checkbox"/>	Training Shift 4:	Saturday	June 1st	11 am to 12 pm

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You may sign up for any training that fits your schedule.

Session Preferences

This page is for your records

Note to myself:

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Old Town

<input type="checkbox"/>	Program Session 1:	Mondays	8:30 to 11:30 am 9:30 to 11:30 am	June 3rd and June 10th to 24th
<input type="checkbox"/>	Program Session 2:	Mondays	9:30 to 11:30 am	July 1st to 22nd
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Council Tree

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<input type="checkbox"/>	Storytime Session 2:	Tuesdays	9:30 to 11:30 am	July 9th to Aug 6th

Extra Shifts

This page is for extra shifts, in addition to your regular weekly shift.

[This page is for your records.](#)

Note to myself:

I put on my application that I'd be able to work the extra shifts listed below.

Old Town

<input type="checkbox"/>	Kid Zone 1:	Monday	12:30 to 3 pm	June 24th
<input type="checkbox"/>	Kid Zone 2:	Monday	12:30 to 3 pm	July 15th

Harmony

<input type="checkbox"/>	Kid Zone 1:	Monday	12:30 to 3 pm	June 17th
<input type="checkbox"/>	Kid Zone 2:	Monday	12:30 to 3 pm	July 8th

Council Tree

<input type="checkbox"/>	Kid Zone 1:	Monday	12:30 to 3 pm	June 10th
<input type="checkbox"/>	Kid Zone 2:	Monday	12:30 to 3 pm	July 1st
<input type="checkbox"/>	Kid Zone 3:	Monday	12:30 to 3 pm	July 22nd

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