VOLUNTEERS – KEEP THIS PAGE

2018 Camarillo Public Library Summer Reading Program

Teen Volunteer Agreement

To Teens and Parents/Guardians:

The Summer Reading Program (SRP) Teen Volunteer Program is a way for teens to be of service to the library and its patrons, to satisfy a volunteer requirement, to be a positive example in the community, to work with other teens, and to instill a love of leadership, community, reading, and volunteering in others.

The SRP Teen Volunteer Program is essential to our summer success. Teen volunteers facilitate the Summer Reading Program, assist staff, and represent the library.

Teen Volunteers play an important role in our library. Each volunteer is expected to be present and ready to work when scheduled.

As a Teen Volunteer for the Camarillo Public Library's Summer Reading Program, I agree to:

1. Be 13-18 years of age.
2. Arrive at the children's desk at my assigned time. If I am unable to do this, I will call the children's desk at (805) 388-5755 at least 24 hours before my shift (unless sick or an emergency).
3. Sign in and out of Volgistics each shift to properly log my service hours.
4. Sign up for no more than one shift per day.
5. Be courteous and respectful to library patrons, staff, and other volunteers.
6. Refer patrons to library staff when they have questions I do not know how to answer.
7. Perform my duties as assigned. Primarily, this means helping children and families participate in the Summer Reading Program. Additionally, it also includes assisting with tasks in the children's room such as: shelving, mending, program preparation, and more. If I have questions about what to do, I will ask the staff member on duty at the children's desk.
8. Focus on my assignment while I am working. <u>This means no cell phone use and no use of the Chromebook when library tasks are not being worked on.</u> When I complete my assignment, I will ask the staff member on duty what else I can do. If staff has nothing for me to do, I may read quietly.
9. Come to the library ready to focus on my assignment. Eat beforehand, bring a bottle of water and use the restroom before my shift begins.
10. Give the Camarillo Public Library permission to photograph me participating in volunteer activities and to use those pictures in library promotional materials (i.e. flyers, displays, library website and library social media).
11. Maintain a positive attitude!

City of Camarillo Public Library