

Youth Volunteer Application

The Newport Beach Public Library Children's Department offers volunteer positions to provide young adults with an opportunity to learn valuable work-life skills and give back to their community. All youth volunteers must be in 7th through 12th grade and age 12 to 18 years old. Volunteer spots are limited and vary depending on library needs and availability. We encourage volunteers to complete their own application, submit it to the library, and take the leading role in communicating with the library staff.



Volunteers must commit to **20 hours** of service per year and must attend volunteer training before starting their assignment. Applications must be turned in prior to the mandatory training. All volunteers ages 14 and up are required to complete a background check (see reverse). *Submitting an application does not guarantee placement into the program.*

Contact Information:

Name			Birthdate		Age	
Street Address						
City, ST, ZIP Code						
Phone Number						
E-Mail Address						
Name of School				Grade Level		
Parent/Guardian Name			Relationship			
Parent/Guardian E-Mail <small>*If provided, parent will be copied on all correspondence</small>						
Emergency Contact Name & Relationship			Emergency Contact Phone Number(s)			

Desired Volunteer Position:

<input type="checkbox"/> Book Reviewer <i>Must be age 14 and up</i>	<input type="checkbox"/> Children's Department Assistant*	<input type="checkbox"/> YAAC (Young Adult Advisory Council) <i>Must live in Newport Beach</i>
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*Possible assignments may include: assisting with special events and children's summer reading program, tidying the play area, dusting/cleaning books and shelves, preparing crafts, shelving children's materials, and other duties as assigned.

List Hours Available:

Hours listed are Library operating hours

Sunday 12pm – 5pm	Monday 9am – 9pm	Tuesday 9am – 9pm	Wednesday 9am – 9pm	Thursday 9am – 9pm	Friday 9am – 6pm	Saturday 9am – 6pm

Supplemental Questions:

What are your hobbies, sports, interests, activities, or clubs:

Please list your reasons for volunteering:

Agreement:

I hereby apply for work as a volunteer in the Children’s Department of the Newport Beach Public Library. I have read and understand the volunteer guidelines (see next page). I understand that if I am accepted, I will adhere to these guidelines and I will commit to attending the mandatory volunteer training. I also understand that I must complete and pass a background check in order to volunteer at Newport Beach Public Library.*

Signature

Date

Parent/Guardian Signature

Date

Release of Liability:

I am aware that my participation as a volunteer for the Newport Beach Public Library is strictly voluntary and I hereby agree to indemnify and hold harmless the City of Newport Beach and any of its officers, agents or employees from any liability or claim or action for damages resulting from, or in any way arising out of my participation in the Volunteer Program.

Signature

Date

Parent/Guardian Signature

Date

Photo Release:

I grant permission to the Newport Beach Public Library to use my photograph or video image in Library marketing materials (in print, on the Library’s website or its associated marketing sites), without further consideration. I acknowledge the Library’s right to crop or treat the photograph at its discretion. I also acknowledge that the Library may choose not to use my photo or video at this time but may do so at its own discretion at a later date.

Signature

Date

Parent/Guardian Signature

Date

***Background Check:**

We respect and value our volunteers; however, for the safety of our residents, employees and other volunteers, volunteers age 14 and up are required to complete a background check. Once you have turned in your application and received verification of acceptance into the program, you will be given fingerprinting authorization forms.

If accepted as a youth volunteer at Newport Beach Public Library, I will undergo a background check, which will include fingerprinting/Live Scan. By signing below, I agree that I understand and consent to the above statement.

Signature

Date

Parent/Guardian Signature

Date

For Staff Use Only	
Application Received By: _____	Date Received: _____
Live Scan Appt.: _____	Date Cleared: _____
Start Date: _____	End Date: _____
Not Approved <input type="checkbox"/> Reason: _____	

Guidelines for Youth Volunteers

General Requirements

- Volunteers must be in 7th through 12th grade *and* ages 12-18.
- Volunteers age 14 and up are required to complete a background check. See application for details.
- Volunteers must be able to listen to instructions carefully, carry out tasks as instructed by the librarian, always be friendly to library customers, refer all questions to the librarian, and enjoy working with children.
- **Minimum commitment is 20 hours per year.**
- Volunteers are allowed **two excused absences**, after that your spot may be given to a new volunteer. An absence is excused if you contact us at least **one hour prior to your shift start time.**

Volunteer Dress Code

- Volunteers must wear a volunteer badge at all times while working in the library.
- Volunteers must wear closed-toed shoes for safety.
- Volunteers represent the library and are expected to dress neatly and modestly while volunteering. No spaghetti strap tops, short-shorts, torn or frayed clothing or clothes with political/controversial messages or graphics are allowed. When in doubt, don't wear it.

Volunteer Positions

Book Reviewer

- *Requirements and Commitment:* In addition to the guidelines listed above, **must be ages 14-18**, enjoy reading and writing and be able to write in a conversational way with minimal grammar and spelling errors. Must write a minimum of four reviews.
- *Job Description:* Read and review books. Each book review needs to be typed and submitted via an online form. Six hours of volunteer time will be given for reading the book and completing all required questions on the online form. Work can be completed offsite.

Children's Department Assistant

- *Training:* Must attend a mandatory training each year.
- *Schedule and Attendance:* Shift time determined by library's needs and availability. The volunteer coordinator will let you know how to report an absence.
- *Job Description:* Assist the Children's Department by tidying the play area, dusting/cleaning books and shelves, preparing crafts, shelving children's materials, and other miscellaneous projects as assigned. You may also be assigned to help with special events (scavenger hunts, performers, crafts, games, Foundation events, etc.) by counting participants, taking attendance, helping performer or participants as needed, and setting up and cleaning up the program area. During the summer, volunteers will tell children and parents about the Summer Reading Program, encourage library customers to participate, award prizes, update reading logs and keep records for staff.

YAAC (Young Adult Advisory Council) Member

- *Requirements and Commitment:* In addition to the guidelines listed above, must live in Newport Beach, care about library services for teens, eager to be part of a team, enthusiastic about participating in book and movie discussions with your peers, and ready to serve your community by providing input to Newport Beach Public Library staff. **Minimum commitment is 20 hours of volunteer work per year, in addition to the monthly meeting.**
- *Schedule and Attendance:* Meetings are held September through June on the second Wednesday of the month at 7 p.m. The volunteer coordinator will let you know how to report an absence.
- *Job Description:* Since 1994, members of the Young Adult Advisory Council have helped staff improve the way the Newport Beach Public Library serves young people. In addition to contributing valuable input about what they'd like to see on library shelves, they've planned many teen programs. Members are expected to actively participate in monthly meetings and to volunteer to assist with library events and programs.