

Youth Volunteer Application



The Newport Beach Public Library Children's Department offers a variety of 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 12 to 17 years old. Youth volunteers can apply for a variety of positions, providing you meet the requirements (note: 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. Parents can be involved by guiding their child as needed to complete the application process, advising them regarding email or phone correspondence, providing their child with scheduling information, and by providing them with transportation to and from the library.

For Staff Use ONLY	
Date application received:	Staff initials:
Preferred training date, if applicable (STARS/SRP):	
Notes:	

Contact Information

Name	Birthdate	Age	
Street Address			
City, ST, ZIP Code			
Phone Number			
E-Mail Address			
Name of School			
Grade Level	Number of Hours Needed	Hours Needed by	
Parent/Guardian Name			
Parent/Guardian E-Mail	If provided, parent will be copied on all correspondence		
Emergency Contact Name & Relationship	Emergency Contact Phone Number(s)		
Would you like to sign up to be an on-call volunteer using Remind.com ?*		<input type="checkbox"/> Yes; preferred phone#: _____ <input type="checkbox"/> Yes; use email <input type="checkbox"/> No	
Preferred Volunteer Location:	<input type="checkbox"/> Central	<input type="checkbox"/> Mariners	<input type="checkbox"/> Balboa <input type="checkbox"/> CDM (closed until Summer 2019)
<i>*on-call volunteers are contacted on an as needed basis to fill last minute schedule changes. Ask for details!</i>			

List Hours Available:

Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

Mark Area(s) of Interest (see guidelines on next page)

	Book Review Blogger
	Children's Staff Assistant
	Special Event Assistant
	STARS
	Summer Reading Program Assistant
	YAAC

Supplemental Questions:
What are your hobbies, sports, interests, activities, or clubs:
Please list any art related hobbies if not mentioned above:
Please list your reasons for volunteering:

Agreement

I hereby apply for work as a volunteer in the Children’s Area of the Newport Beach Public Library. I have read and understood the types of volunteer opportunities, their requirements, commitments, dress code, schedule, and attendance guidelines. I understand that if I am accepted, I will adhere to these guidelines.

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

Volunteer Guidelines

Volunteer Dress Code: You must wear a volunteer badge at all times while working in the library. You must wear closed-toed shoes for your 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 Review Blogger

Requirements and Commitment: Must be 13-17 years old, enjoy reading and writing, able to write in a conversational way with minimal grammar and spelling errors. Must write a minimum of 4 reviews.

Schedule: Submit one book review per month.

Job Description: Write a book review on a book for 13-17 year olds. Each book review needs to be 500-2000 words not including the title and author and must be typed and submitted via e-mail. Six hours of volunteer time will be given for each review submitted that includes the following requirements: plot summary, analysis, opinion and rating. Work can be completed offsite.

Children's Staff Assistant

Requirements and Commitment: Must be 12-17 years old, able to follow directions and work independently. Minimum commitment is 10 hours.

Schedule: Shift time determined by library's needs and availability. *Positions at Central available September through May.*

Attendance: Before you begin your assignment, your supervisor will let you know how to report an absence. An absence is excused if you contact us at least **one hour prior to your shift start time**. You are allowed **two unexcused absences or three excused absences**, after that your spot may be given to a new volunteer.

Job Description: Assist the Children's Staff by shelving materials, shelf-reading, tidying the play area, dusting/cleaning books and shelves, preparing crafts, labeling books and media, and other miscellaneous projects as assigned. Listen to instructions carefully and carry out tasks as instructed by the librarian. Always be friendly to library customers and refer all questions to the librarian.

Special Event Assistant (scavenger hunts, performers, crafts, games, Foundation events, etc.)

Requirements and Commitment: Must be 12-17 years old, able to follow directions and work independently. Minimum commitment is 8 hours.

Schedule: Positions available September through June. You will be emailed information on Special Events and given the option to sign-up to assist.

Attendance: Before you begin your assignment, your supervisor will let you know how to report an absence. An absence is excused if you contact us at least **one hour prior to your shift start time**. You are allowed **two unexcused absences or three excused absences**, after that your spot may be given to a new volunteer.

Job Description: Assist the Children's Staff by counting participants, taking attendance, helping performer or participants as needed, setting up and cleaning up the program area, other tasks as assigned. Listen to instructions carefully and carry out tasks as instructed by the librarian. Always be friendly to library customers and refer all questions to the librarian.

STARS (Sitting Together and Reading Stories) Volunteers – All meetings will be at the Central Library

Requirements and Commitment: Must be 14-17 years old, able to follow directions and work well with others, must be patient and kind and enjoy working with younger children. Minimum commitment is 1 year, and a minimum of 2 hours per month. **Complete and submit the Volunteer Application and the STARS Recommendation Form.** Register for an orientation online on the library's teen volunteer page.

Schedule: This is a 1- year commitment. Register for a STARS orientation and training course on the Library's Teens Volunteer page. STARS Volunteers are expected to volunteer a minimum of 2 hours per month.

Attendance: Before you begin your assignment, your supervisor will let you know how to report an absence. An absence is excused if you contact us at least **one hour prior to your shift start time.** You are allowed **two unexcused absences or three excused absences**, after that your spot may be given to a new volunteer.

Job Description: Participate in a 3-session training program that will provide you with information on how to best support young children in the development of their literacy skills through the selection of age appropriate books, songs, crafts, finger plays and nursery rhymes. Volunteer a minimum of 2 hours per month. Listen to instructions carefully and carry out tasks as instructed by the librarian. Always be friendly to library customers and refer all questions to the librarian.

Summer Reading Program Assistant (Orientations held in June)

Requirements and Commitment: Must be 12-17 years old, enjoy working with children, able to follow directions and work independently. Minimum commitment is 8 hours. Mandatory orientation/training will be held at Central/Mariner's prior to the start of the Summer Reading Program. Register for an orientation online on the library's teen volunteer page.

Schedule: Orientation/training will be in June. Positions are available June through August.

Job Description: Tell children and parents about the Summer Reading Program. Encourage library customers to participate, award prizes, update reading logs and keep records for staff. Opportunity to assist with special summer events. Listen to instructions carefully and carry out tasks as instructed by the librarian. Always be friendly to library customers and refer all questions to the librarian.

YAAC (Young Adult Advisory Council) Member – All meetings will be at the Central Library.

Requirements and Commitment: Must be 12-17 years old, in 7th-12th grade, 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 (hours worked over the summer count), in addition to the monthly meeting.**

Schedule: Meetings are held September through June on the second Wednesday of the month at 7 p.m.

Attendance: Before you begin your assignment, your supervisor will let you know how to report an absence. An absence is excused if you contact us at least **one hour prior to your shift start time.** You are allowed **two unexcused absences or three excused absences**, after that you will have to reapply for membership.

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.