

**Please Read This Page Before You Fill Out Application**

## **2018 Moffat Library Summer Volunteer Application**

**KEEP THIS PAGE AT HOME**

Volunteering at the Moffat Library of Washingtonville is a serious commitment and not a task to be taken lightly. As a volunteer, you are a representative of the Library. We want our patrons to have a positive experience during Summer Reading; a volunteer's appropriate and professional behavior is important to making our program a success.

### **Jobs May Include:**

- Set-up and clean-up for programs
- Assisting with crafts and projects
- Checking reading logs
- Using online summer reading software
- Registering children and families for programs
- Distributing prizes and raffle tickets
- Recommending books

Volunteer positions at the library are in high demand during the summer. We try to accommodate as many volunteers as we can. Handing in an application does not guarantee that you will receive a position with the library.

### **The Following Criteria Must be Met in Order to Volunteer:**

1. Must be able to work with kids.
2. Application must be filled out completely by the applicant (**not the parent/guardian**) and be turned in no later than Thursday, June 7<sup>th</sup> at 3:30PM.
3. Applicant must be entering 8<sup>th</sup> grade or above.
4. The applicant must have his/her own Moffat Library card.
5. Volunteers must participate in the 2018 Teen Reading Program at the library.
6. Every volunteer **must** attend one volunteer orientation on **6/5, 6/6, OR 6/7** in order to volunteer at the library. Prospective volunteers are expected to show up for the orientation they sign up for—**volunteers will not be contacted by the Library prior to orientation unless there is an issue.**

# 2018 Moffat Library Summer Volunteer Application

## **PLEASE NOTE:**

The dates and times for Volunteer Orientations and the application deadline reflected in the Spring 2018 print newsletter (distributed by mail in April 2018) are inaccurate. The dates shown on this application are the final due dates and will not be adjusted.

Volunteer Orientations will be held on:

- Tuesday, June 5<sup>th</sup>, 7PM-8PM
- Wednesday, June 6<sup>th</sup>, 5PM-6PM
- Thursday, June 7<sup>th</sup>, 3:30PM-4:30PM

Application Deadline:

- Thursday, June 7<sup>th</sup> NO LATER than 3:30PM

Volunteers are required to attend ONE Orientation session. If you do not attend Orientation or fail to turn in your application by June 7<sup>th</sup> at 3:30PM you will be disqualified.

**APPLICATIONS MUST BE TURNED IN BEFORE JUNE 7<sup>TH</sup> AT 3:30PM**

## 2018 Moffat Library Summer Volunteer Application

### SPECIAL NOTE:

You must be entering 8<sup>th</sup> grade and have a valid Moffat Library card to volunteer.

**YOU MUST ATTEND ONE TRAINING SESSION TO VOLUNTEER  
NO APPLICATIONS WILL BE ACCEPTED AFTER JUNE 7<sup>TH</sup> @ 3:30PM**

If you are interested in volunteering to help with our Summer Reading Program, please fill out this application and return it to the Moffat Library by June 7<sup>th</sup>! **No applications will be accepted after June 7<sup>th</sup> at 3:30PM.** Positions fill up quickly. Spots will be filled on a first come, first serve basis. Please return your application as soon as possible. **Applications filled in by someone other than the teenage applicant will NOT be accepted unless otherwise approved by the Library.**

If you have questions, please contact Emily Kinney at [ekinney@rcls.org](mailto:ekinney@rcls.org)

**YES, I WANT TO BE A 2018 SUMMER VOLUNTEER @ THE MOFFAT LIBRARY!**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ AGE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

GRADE IN SEPT. 2018 \_\_\_\_\_

### ORIENTATION DATE (Choose ONE):

I will attend the Summer Volunteer Orientation Session @ the Moffat Library on:

#### **CHECK ONE BOX ONLY FOR ORIENTATION DATE:**

(Note: You **MUST** attend one orientation session to be a volunteer. You will **NOT** be contacted by the Library to confirm your orientation date unless there is an issue.)

- Tuesday, JUNE 5, 7PM-8PM                       Wednesday, JUNE 6, 5PM-6PM  
 Thursday, JUNE 7, 3:30PM-4:30PM

### *Special Program Volunteering*

Teens interested in helping with programs must be interested in working directly with children. In order to volunteer you must first interview with Children's Department Staff.

**Yes I want to assist with children's programs!**

(See attached page for details)

**PLEASE RETURN THIS COMPLETED FORM TO THE MOFFAT LIBRARY  
AS SOON AS POSSIBLE--SLOTS FILL UP QUICKLY.**

For Staff Use Only: Date Rec'd: \_\_\_\_\_

**APPLICATIONS MUST BE TURNED IN BEFORE JUNE 7<sup>TH</sup> AT 3:30PM**

**VOLUNTEER DATE(S):**

I am available to volunteer @ the Moffat Library on the following days & times. Filling out this form does not guarantee that you will receive the times/dates that you mark.

**PLEASE PUT AN "X" IN EACH SLOT THAT YOU WISH TO VOLUNTEER FOR.**

NOTE: You may only volunteer for one 2-hour time slot per day. You may only sign up for 18 hours (6 sessions) max at the time of this application. Volunteers may sign up for additional hours if there are any openings during the Summer Reading Program.

	Week 1				Week 2			
	Tuesday	Wednesday	Thursday	Saturday	Tuesday	Wednesday	Thursday	Saturday
Date	6/26/18	6/27/18	6/28/18	6/30/18	7/3/18	7/4/18	7/5/18	7/7/18
10-12PM								
12-2PM								
2-4PM								
4-7PM								

	Week 3				Week 4			
	Tuesday	Wednesday	Thursday	Saturday	Tuesday	Wednesday	Thursday	Saturday
Date	7/10/18	7/11/18	7/12/18	7/14/18	7/17/18	7/18/18	7/19/18	7/21/18
10-12PM								
12-2PM								
2-4PM								
4-7PM								

	Week 5				Week 2			
	Tuesday	Wednesday	Thursday	Saturday	Tuesday	Wednesday	Thursday	Saturday
Date	7/24/18	7/25/18	7/26/18	7/28/18	7/31/18	8/1/18	8/2/18	8/4/18
10-12PM								
12-2PM								
2-4PM								
4-7PM								

\*Please Note: The number of volunteers needed for each time slot is limited. We will honor your request for dates and times in the order that we receive them. THANK YOU.

I have read the information page about volunteering at the Moffat Library. I understand that filling out this application does not guarantee me a volunteer position at the library for the summer of 2018.

**Applicant Signature** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

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*For Staff Use Only: Date Rec'd:* \_\_\_\_\_

**APPLICATIONS MUST BE TURNED IN BEFORE JUNE 7<sup>TH</sup> AT 3:30PM**

## ***Special Program Volunteering***

**Teens interested in helping with programs must be interested in working directly with children. In order to volunteer you must first interview with Children's Department Staff.**

Volunteers for children's programs will be expected to be at the library for program set-up, the program itself, and clean-up. Length of time for these volunteer shifts will vary depending on the program.

Some of the activities you may be asked to help with at programs include:

- Set-up and clean-up
- Head counts for library statistics
- Preparing crafts or activities
- Helping participants with activities at the program
- Taking pictures for the library
- Other duties depending on the program

Check any program you would be interested in and free to volunteer for. **Filling out this form does not guarantee that you will receive the times/dates that you mark.**

- Ice Cream Social: Monday, June 25<sup>th</sup> @ 1:30-4:30
- Storytime: Tuesdays @ 10:00-12:00 (6/26, 7/3, 7/10, 7/17, 7/24, 7/31—circle dates)
- DIY Fridays (craft program): Fridays @ 1:30-3:30 (6/29, 7/6, 7/13, 7/20, 7/27—circle dates)
- Make Your Own Terrarium: Tuesday, July 3<sup>rd</sup> @ 2:30-4:30
- Lemonade Craft/Activity: Sunday, July 8<sup>th</sup> @ 12:30-2:30
- Frozen Sing Along Movie: Wednesday, July 11<sup>th</sup> @ 3:30-6:30
- Lego Challenge (for kids Grades 1-4): Monday, July 16<sup>th</sup> @ 3:30-5:30
- Lego Free Build (all ages): Thursday, July 26<sup>th</sup> @ 2:30-4:30
- Lip Sync Battle (family event): Friday, August 3<sup>rd</sup> @ 3:30-6:00

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