

Please Read This Page Before You Fill Out Application

2019 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
- Distributing prizes and raffle tickets
- Assisting Youth Services Department as needed

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 Friday, June 14th at 4:00 PM. Applications turned in later than June 14th at 4:00 will not be accepted.
3. Applicant must be entering 8th grade or above.
4. The applicant must have his/her own Moffat Library card.
5. Volunteers must participate in the Library's 2019 Teen Reading Challenge.
6. Every volunteer **must** attend one volunteer orientation on **6/11, 6/12, 6/13, OR 6/14** 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**. Teens who do not attend at least orientation session will be disqualified from volunteering this summer without notice from the Library.

APPLICATIONS MUST BE TURNED IN BEFORE JUNE 14TH AT 4:00 PM

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SPECIAL NOTE:

You must be entering 8th 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 14th @ 4:00 PM**

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 14th!** **No applications will be accepted after June 14th at 4:00 PM.** 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

YES, I WANT TO BE A 2019 SUMMER VOLUNTEER @ THE MOFFAT LIBRARY!

NAME: _____ PHONE: _____ AGE: _____

ADDRESS: _____ EMAIL: _____

GRADE IN SEPT. 2019 _____

ORIENTATION DATE (Choose ONE):

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

CHECK ONE BOX ONLY FOR ORIENTATION DATE:

You MUST attend one orientation session to be a volunteer. You will NOT be contacted by the Library to confirm your orientation date or your application unless there is an issue. Applicants who are late to orientation must attend a different session. Applicants who miss all orientation sessions will be disqualified from volunteering without notice from the Library.

Tuesday, JUNE 11 @ 4PM-5PM

Wednesday, JUNE 12 @ 3PM-4PM

Thursday, JUNE 13 @ 6PM-7PM

Friday, JUNE 14 @ 4PM-5PM

Special Program Volunteering

Teens interested in helping with programs must be interested in working directly with children. See attached page for details. Please note that new volunteers may be asked to interview with Library Staff.

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

**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 14TH AT 4:00 PM

VOLUNTEER DATE(S):

The following is a schedule of dates/times the library will need assistance from volunteers in the Children’s Room. Please use this page to mark what dates/times you will be available to volunteer this summer. When you turn in your application, we will sign you up for three (3) initial time slots. Starting June 21st, volunteers will be able to sign up for additional time slots throughout the summer. Available time slots will be listed on the SRP online volunteer schedule. Information on accessing the schedule and signing up for time slots will be explained at orientation.

	Week 1				Week 2			
	Tuesday	Wednesday	Thursday	Saturday	Tuesday	Wednesday	Thursday	Saturday
Date	7/2/19	7/3/19	7/4/19	7/6/19	7/9/19	7/10/19	7/11/19	7/13/19
10-12PM								
12-2PM								
2-4PM								
4-7PM								

	Week 3				Week 4			
	Tuesday	Wednesday	Thursday	Saturday	Tuesday	Wednesday	Thursday	Saturday
Date	7/16/19	7/17/19	7/18/19	7/20/19	7/23/19	7/24/19	7/25/19	7/27/19
10-12PM								
12-2PM								
2-4PM								
4-7PM								

	Week 5				Week 6			
	Tuesday	Wednesday	Thursday	Saturday	Tuesday	Wednesday	Thursday	Saturday
Date	7/30/19	7/31/19	8/1/19	8/3/19	8/6/19	8/7/19	8/8/19	8/10/19
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 2019.

Applicant Signature _____

Parent/Guardian Signature _____

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APPLICATIONS MUST BE TURNED IN BEFORE JUNE 14TH AT 4:00 PM

Special Program Volunteering

Teens interested in helping with programs must be interested in working directly with children. Please note that new volunteers may be asked to interview with Library 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

Volunteers may sign up for children's programs starting June 21st. Available time slots for programs will be listed on the SRP online volunteer schedule. Information on accessing the schedule and signing up for time slots will be explained at orientation.

Please note that this is NOT a sign up page for programs. This is for your information only. Programs, dates, and times may change slightly before June 21st.

Volunteers for Teen Events will be expected to help set up and clean up the program, but are free to enjoy the program in between!

Volunteers will be needed for the following events during Summer Reading:

- SRP Kick-Off Party—July 1st @ 1:00-5:00
- Rocket Ship Craft—July 3rd @ 1:30-3:30
- Family Movie Night—July 5th @ 5:00-8:00
- Astronaut Egg Drop (Teen Event-need volunteers for set up/clean up only)—July 8th @ 1:00-4:00
- Sharpie Mug Art—July 11th @ 2:30-4:30
- Balloon Rockets—July 16th @ 2:00-4:30
- Ice Cream Science—July 17th @ 1:30-4:00
- Plant program (title TBD)—July 23rd @ 2:30-4:30
- Tie-Dye (Teen Event-need volunteers for set up/clean up only)—July 24th @ 1:30-3:30 (Rain date July 31st)
- Teen Movie Night (Teen Event-need volunteers for set up/clean up only)—July 29th @ 5:00-8:00
- Saturn Craft—August 1st @ 3:30-5:30
- Nerf Alien Escape (for younger kids)—August 2nd @ 5:30-8:30

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