

**Irondale Public Library
Teen Volunteer Application 2018-2019**

To be considered for the Teen Volunteer Program:

Applicant must be between the ages of 12-17

Applicant must possess a Jefferson County Library Card, in good standing. (No fines)

All applications will require a recommendation from a teacher or School Librarian to be considered for a volunteer position. If you are home schooled, the form may be filled in by your coach or club leader, not a parent. ***This form MUST be sent through US Mail, not hand delivered.** YOU must provide the postage stamp (not your teacher.)

Applicant should have a capability of alphabetizing and shelving books using the Dewey Decimal System. We will teach this to interested volunteers.

We will notify you if you are accepted into the program.

There are limited spaces available. Volunteers will be allowed to volunteer for no more than **two hours** a day, and no more than three days a week.

Applicants, who are selected as a volunteer, must attend a required volunteer orientation. You may not volunteer in the library until you attend one of these trainings.

Applicants and parent/guardian are required to sign a liability form.

Students who have shown inappropriate behavior in the library during the previous school year, will not be considered for the volunteer program. They may however, apply next year.

Irondale Public Library Volunteer Application

Name _____
Address _____
City _____ State _____ Zip _____
Primary phone _____ Secondary Phone _____
E-Mail Address (print clearly) _____
School _____ Grade _____
Date of Birth (Month/Day/Year) _____

Volunteer History

Are you familiar with the Dewey Decimal System? _____

Have you had previous volunteer experience? **Yes** **No** If **“Yes”**, Name of Organization: _____

What did you do as a volunteer?

Do you have any special skills or training? (computer skills, baby-sitter training, CPR, sign language, art classes etc....)

Why do you want to volunteer at the Library?

References (People not related to you)

Name _____

E-Mail _____ Phone _____

Name _____

E-Mail _____ Phone _____

Emergency contact _____ Phone _____

Signature _____
Volunteer _____ Date _____

Signature _____
Parent/Guardian _____ Date _____

105 20th Street South Irondale, AL 35210 205-951-1415
Teen Volunteer Recommendation Form
Irondale Public Library

You have been asked to complete this form, giving your recommendation for (Student's name) _____, who is asking to be considered for the position of Teen Volunteer at the Irondale Public Library. This form is to be filled out by the student's English teacher, Media Specialist, or, if homeschooled, a civic leader such as their coach, minister, scout leader, etc. Please answer the questions to the best of your knowledge or leave them blank. This information will not be shared with the student, parent or school, and it is solely for the Librarian's use in determining who will best fit in our volunteer program.

Please return in the attached stamped envelope.

Date _____ Name: _____

Title: _____

Email: _____ Phone # _____

How long have you known this student? _____

Relationship to student _____

Does this student display compliant behavior in following directions?

Are they eager to help others?

Have you ever witnessed this student being disrespectful to their peers or adults?

Is this student capable of alphabetizing and categorizing items?

Is their appearance neat and clean, and do they adhere to the school dress code?

Would you consider this student trustworthy?

To the best of your knowledge, would this student be a good candidate to work in the capacity as Teen Volunteer working with children?

Please share any other information that may help us with this decision.

Thank you for taking the time to complete this form. The student should have provided you with a stamp for you to mail. Recommendations will only be accepted by USPS or over the phone.

Michelle Hamrick, Public Services Coordinator
Irondale Public Library
105 20th Street South Irondale, AL 35210
205-951-1415