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 ____________________________ Phone _______________________

E-Mail ____________________________

Name ____________________________ Phone _______________________

E-Mail ____________________________

Emergency contact ____________________________ Phone _______________________

Signature ____________________________________________________________ Date _______________________

Volunteer

Signature ____________________________________________________________ Date _______________________

Parent/Guardian

Signature ____________________________________________________________ Date _______________________

Irondale Public Library

4/2018
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

4/2018