



Volunteer Application

Name:

Email:

Age: Under 18

Home Phone:

Cell Phone:

Address:

Reference 1:

Reference 2:

Why do you want to be a volunteer?

Is this court ordered volunteering: Yes No

Marysville Public Library Volunteering Guidelines

Hello! I'm Jessica, the Youth Services Manager and I am your point of contact for the Volunteering Program. We are excited that you are interested in being part of our team in Youth Services! Please keep these guidelines and refer to them as needed.

- Volunteers must fill out an application and have an interview before being considered for the program.
- Volunteers must wear a volunteer name lanyard while volunteering at the library.
- Volunteers are responsible to track their time in the Volunteer Binder.
- Volunteers must maintain the confidentiality of ALL library information.
- Upon request, letters of recommendation and reference from Youth Services may be provided.

Description of a Volunteer: A volunteer is a volunteer that assists the Youth Services Department. A volunteer is at least 14 years old or entering 9th grade. They help youth staff with tasks, projects, and other essential responsibilities. This position is not an internship or a job shadow.

Duties of a Volunteer: Every shift is different! There are several tasks that you may be asked to do, such as counting pieces of a board game or kit that a patron has returned, marking out books to be deleted and put in our book sales, helping with program preparation, and when available assisting with programs or events. You won't know what you are doing until you show up for your shift!

Hours and Attendance: Volunteers have one one-hour shift per week. Upon being accepted into the volunteer program you will be asked to give us your availability. If your schedule changes and you need to change your time, please email at jsmith@marysvillelib.org or call (937) 642-1876. If you are unable to attend your shift, please contact me at the info above. Any volunteer who fails to show up for their scheduled shift, without prior notice, 3 or more times may be dismissed from the program.

Expectations of a Volunteer: As a volunteer we do have expectations for behavior and professionalism. Being a volunteer requires you to be able to independently work on tasks. Some of our tasks can be boring and monotonous, however, the tasks are still important and need to be completed in order to keep our department running.

Types of Warnings: If I have to speak to you about not meeting expectations for behavior and professionalism, you will get a first warning from me. If you are still not meeting expectations, you will get a second warning from our Youth Services Manager and your parent or guardian will be notified. A third warning will result in removal from the volunteer program.

Dress Code: Volunteers are expected to dress neatly and modestly. No open toed shoes are allowed.

Emergencies: If you should have an accident or witness an accident, please notify a staff member immediately.

Resignation: Should you decide to leave the volunteer program, please notify me as soon as possible.

We look forward to your service as a volunteer for the Marysville Public Library!

Jessica Smith

Youth Services Manager
Marysville Public Library
937-642-1876
jsmith@marysvillelib.org



By signing this I have read and understand the MPL Volunteering Guidelines X _____
Parent/Guardian Signature X _____