

Summer 2018
Teen Summer Volunteer FAQ
Princeton Public Library

What is the Teen Summer Volunteer program?

The Teen Summer Volunteer program is a seasonal volunteer program at the Princeton Public Library for students entering 8th through 12th grade in the 2018-2019 school year. It is coordinated with our summer reading programs which begin this year on June 15th and conclude on September 2nd.

Summer is the busiest time of year for the Youth Services department at the library and the Teen Summer Volunteer program is the largest program we coordinate every year.

What types of volunteer opportunities can you expect?

First, this year we will again be offering THREE camp-style volunteer opportunities where you will work closely with a group of fellow teens and a library staff member to plan and execute a fun, large-scale library program for children. This will be a week-long volunteer commitment culminating in an event that YOU have planned. When you apply, you can indicate your preference for participating in one of the following sessions:

- July 2-6 (except July 4) at 9:30 a.m. - 12:30 p.m.: Preschool of Rock
- July 9-13 at 5 p.m. - 8 p.m.: Music Mania
- July 23-27 at 1 p.m. - 4 p.m.: Science of Sound

During the first few days of the program, you will plan and prepare. This may include creating crafts, costumes, games, rehearsing, and more. The program will be held on Thursday. On Friday, we'll clean up and evaluate the program. Signing up for these volunteer weeks will be **OPTIONAL**; other opportunities are available if you have schedule conflicts these weeks or do not find this offer interesting.

What will your volunteer schedule be like?

It is up to you! We have worked hard assessing the needs of our staff and have created a long list of volunteer opportunities for you to sign up for this summer. You will be responsible for being aware of your availability and signing up for things that interest you. Please keep in mind that we think of our Teen Summer Volunteers like employees and we count on you be here—on time—for the days and times you are scheduled for.

Signup will be available on a first come, first served basis and we will be using the website SignUp.com. You will need a valid email address to apply to our program as well as to use SignUp. The SignUp link, which you will receive upon registering for Teen Summer Reading, will be live on **June 8th, 2018**. A link to register for Teen Summer Reading will be provided in our welcome email should you be admitted to the program. We urge you to please be mindful when signing up for programs. It is unlikely that you will be able to come to every single event that is posted on SignUp so please be aware of your schedule and how much time you can realistically contribute to the library. Please also be courteous to your fellow volunteers and try not to monopolize a volunteer opportunity--an example being the closing helper which occurs weekly. If you sign up for 6 weeks in a row, even if it fits into your schedule, it takes away the opportunity for other people to experience that event. If we find that you have signed up for too many of

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the same slot, we will cancel the session and you will receive an email. Additionally, if you sign up for an event and you have a last minute schedule change, it is up to you to reach out to other volunteers in order to find coverage for your shift.

Is the Teen Summer Volunteer opportunity for you?

Here are some questions to ask yourself while considering whether or not you should apply to be a Teen Summer Volunteer...

- Do you like kids? You might be planning, running, or helping with fun programs for kids, so expect to be surrounded by them.
- Do you like (or don't abhor) working in a group? Most volunteer opportunities will involve working with other teens. Be prepared to listen and be respectful of others' ideas while also sharing your own ideas.
- Are you a mover and shaker? Do you have creative ideas for engaging activities? How do you feel about glue? Certain opportunities will allow you to create a program, from start to finish, including big and small details. The project management skills required of this team will be extremely useful later in life, and it will be lots of fun.
- Do you like talking to people? Are you ready to build your customer service skills in a professional setting? We expect volunteers to be well-informed, respectful and friendly, as is expected of all library staff.
- Are you ready for the responsibility of a real job? We expect all volunteers to be on time for their shift and stay until it is scheduled to end. We expect all volunteers to be responsible for their own schedules as well as notifying the library about any schedule changes.
- Do you feel excited about spending a lot of time at the library during the summer? While many of the duties a Teen Summer Volunteer may not seem that challenging, accomplishing these tasks is a big help to the library.

How can I apply?

There are three requirements for the application: 1) you must be in grades 8-12 in the fall, 2) you must participate in our summer reading program, and 3) you must be a Princeton Public Library cardholder.

That means, if you don't have a library card, get one now! It also means, YOU can apply, not your mom or dad. We want to hear from YOU.

The application is available at princetonlibrary.org/teenvolunteer beginning on **Sunday, April 15th at 1 p.m.** The last day to submit your application is on **Friday, June 1st at 6 p.m.** Applications will not be accepted after that time. You will be notified if you have been selected to be a Teen Summer Volunteer on **Friday, June 8th.**