

Valley Cottage Library

110 Route 303, Valley Cottage, New York 10989 • 845.268.7700 • www.valleycottagelibrary.org



Student Volunteer Application

Name: _____ Date of Application: _____

Address: _____

Cell Phone: (____) _____

Email Address: _____

Grade: ____ School: _____

IN CASE OF EMERGENCY, PLEASE NOTIFY:

Name: _____ Relationship: _____

Cell Phone: (____) _____

CONSENT

(Required for all volunteers under the age of 18)

_____ has my permission to work as a volunteer in the Children's Room of the Valley Cottage Library. I will encourage my child to follow the volunteer rules and guidelines stated in the Student Volunteer Welcome Letter.

Signature of Parent/Guardian: _____

Date: _____

Work Phone: (____) _____ Cell Phone: (____) _____

Email Address: _____

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Children's Room Student Volunteer Welcome Letter

Hello and welcome!

On behalf of the Children's Room staff, thank you for your interest in volunteering at the Library. Volunteering not only helps the Library, but it also provides you with practical work experience in a fun and friendly environment!

We find that the volunteering experience is most successful for both the student and the library staff when the following guidelines are observed:

1. The Children's Room welcomes teen volunteers entering grades 6-12 and they must be a resident of the Nyack School District.
2. The student and the Children's staff will work together to create a specific volunteering schedule. Available volunteer hours are extremely limited. If a desired slot is not available, you will be placed on the waiting list and contacted when a space becomes available.
3. Library staff will keep track of your volunteer time on a log kept in the Children's Room. Library staff will print a letter of documentation of hours upon request.
4. Per New York State law all volunteers regardless of age are required to participate in annual Sexual Harassment Training before volunteering in the Library. The Library provides training for volunteers through its online volunteer portal <https://guides.rcls.org/vclvolunteers>. Volunteers should complete the training at home.

Mandatory Volunteer Rules

1. Arrive on time and ready to work.
2. If unable to work scheduled hours, inform library staff as soon as possible. Call 845-268-7700.
3. No cell phone use while working.
4. Stay on task, follow directions, and have a helpful and responsible attitude.
5. Work independently for short periods of time with indirect supervision.
6. When patrons require assistance, the volunteer must refer them to a staff member.
7. You are a representative of the Valley Cottage Library and must dress and behave appropriately.

If the above guidelines are not followed, the supervisor may terminate this volunteer opportunity.

Sincerely,

Carida Ridoré

Head of Children's Services

Katrina Hohlfeld

Head of Teen Services

Jennifer Kenny

Children's Room Volunteer Supervisor