

Valley Cottage Library

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



Teen Volunteer Guidelines

On behalf of the Valley Cottage Library, 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!

Please read the following guidelines before applying:

1. The student must live in the Nyack School District and have completed 8th grade.
2. There are ten teen volunteer positions available. In the event of a wait list, students will be limited to 15 hours of volunteering each school year.
3. The student and the volunteer coordinator will work together to arrange specific volunteering times.
4. Library staff will keep track of volunteer times on a log kept at the Information desk. If a student requires documentation of volunteer activities, library staff will print them a letter upon request.
5. 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 and bring a completed training certificate to the Library on their first scheduled date to volunteer.

Mandatory Volunteer Rules

1. Arrive on time and ready to work.
2. If unable to attend scheduled hours, the volunteer must inform the volunteer coordinator as soon as possible by calling **845-268-7700**. Unexplained absences and/or excessive excused absences may result in discontinuation of the volunteer position.
3. The student will not use any portable electronic devices, such as cell phones or iPods, during his/her scheduled volunteer time.
4. Stay on task, follow directions, and have a helpful and responsible attitude. We expect the volunteer to take his/her responsibilities seriously and put forth a commendable effort on each task that he/she is asked to complete.
5. When Library patrons require assistance, the volunteer must refer them to a staff member. Library staff members have been trained to help patrons and it is part of their job; the volunteer has other jobs to do.
6. As a volunteer, 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.

Sign below to agree to follow these guidelines to volunteer at the Library. We also require that your parent or guardian sign below to indicate his/her willingness to encourage you to follow volunteer requirements.

Volunteer Signature

Date

Parent/Guardian Signature

Date

If you have any questions about your volunteer service, please do not hesitate to let us know. Again, thank you for your willingness to donate your time, energy and skills. We really appreciate it!

Sincerely,
Katrina Hohlfeld
Teen Coordinator