



WEST DES MOINES PUBLIC LIBRARY Teen Summer Volunteer Application 2019

We appreciate your choice to offer your time and abilities to the West Des Moines Public Library!

- We are interested in student volunteers who are at least 13 years old and/or have completed 7th grade.
- Volunteers should be able to work independently without supervision as well as collaboratively with a team.
- Summer applications will be accepted until all positions have been filled.
- Potential volunteers will be contacted for an interview - interviews will be held in May.
- All volunteers will be required to attend a training session - training sessions will be held in May.
- Volunteer schedules will be distributed at or after volunteer training.
- This application is valid through August 16, 2019.

Please contact wdmlibraryvolunteers@wdm.iowa.gov with any questions.

West Des Moines Public Library, 4000 Mills Civic Pkwy, West Des Moines, IA 50265 - 515.222.3400 - www.wdmlibrary.org

CONTACT INFORMATION

Name: _____ Age: _____ Grade next year: _____

Address: _____ City: _____ Zip: _____

Email address #1: _____ parent teen

Email address #2: _____ parent teen

Contact Phone #1: _____ Name: _____ parent teen

Contact Phone #2: _____ Name: _____ parent teen

Please Note: email is used as the Library's primary form of communication. Please note if another method of communication is preferred.

PARENT/GUARDIAN PERMISSION

My child has permission to volunteer at the West Des Moines Public Library this summer.

Parent/Guardian's printed name(s): _____

Parent/Guardian's Signature(s): _____ Date: _____

VOLUNTEER QUESTIONNAIRE

Are you a returning volunteer?

- No, it's my first time! Yes! I volunteered (when?) _____

How will you get to the Library (check all applicable)?

- Drive myself Walk, bike, dragon, etc. Someone else will bring me

VOLUNTEER QUESTIONNAIRE (continued)

Please let us know why you would like to volunteer at the Library (check all applicable):

- Volunteer/work experience Silver Cord hours I love the Library!
 Community service hours Something to do this summer Other: _____

Please let us know what duties you would prefer (check all applicable):

- Public Services Collection Services Behind the Scenes
- Help with youth programs
 - Help with summer reading club sign up & hand out prizes
 - Work with children
 - Help with book drop
 - Shelve picture books & DVDs
 - Clean book bins, shelves, etc.
 - Tidy public areas
 - Prepare program supplies
 - Count, cut, staple, organize, fold, sort, glue, etc.
 - Clean toys, scissors, etc.

Please list any past volunteer or work experience (jobs, babysitting, church, scouts, parent's business, etc.):

Please list any other obligations this summer (jobs, sports, camps, lessons, family vacation, time travel, etc.):

Please list any interests, talents, special skills, or other unique things about you (artistic, languages, piano, etc.):

Please describe any physical limitations, allergies, or medical information about which staff should be aware:

VOLUNTEER AVAILABILITY

The summer volunteer schedule varies depending first on Library needs and second on volunteer availability. Some weeks we only have need for six volunteers, while other weeks we could need thirty volunteers. In order to schedule accordingly, please be as specific as possible when answering the following questions and filling out the calendar.

Please check how many hours you would like to work per shift:

- 1 hour 2 hours 3 hours 4 hours Other _____

Please check how many days you would like to work per week:

- 1 day 2 days 3 days 4 days Other _____

Please check how many shifts you be interested in working this summer:

- 1 shift per week 3 shifts per week Every week Specific dates, see
 2 shifts per week 4 shifts per week Every other week calendar (next page)

On the next page, please check boxes next to ALL TIMES you are available and interested in working:

- ➔ AM = working sometime between 9:00AM - Noon ➔ Program = available to help with a youth program
➔ PM = working sometime between Noon - 4:00PM ➔ SRT = Summer Reading Table sign up & prizes

MAY 2019 – We have very few volunteer needs in May. Please list May availability below.

JUNE 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> SRT AM & PM	4 <input type="checkbox"/> AM <input type="checkbox"/> PM	5 <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Program AM <input type="checkbox"/> SRT AM	6 <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> SRT AM	7 <input type="checkbox"/> AM <input type="checkbox"/> PM
10 <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Program AM <input type="checkbox"/> SRT AM & PM	11 <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Program PM <input type="checkbox"/> SRT AM & PM	12 <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> SRT AM	13 <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Program PM <input type="checkbox"/> SRT PM	14 <input type="checkbox"/> AM <input type="checkbox"/> PM
17 <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Program PM <input type="checkbox"/> SRT AM & PM	18 <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Program PM <input type="checkbox"/> SRT AM & PM	19 <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> SRT AM	20 <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Program AM & PM <input type="checkbox"/> SRT AM & PM	21 <input type="checkbox"/> AM <input type="checkbox"/> PM
24 <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Program AM <input type="checkbox"/> SRT AM & PM	25 <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> SRT AM	26 <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> SRT AM	27 <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Program AM & PM <input type="checkbox"/> SRT AM & PM	28 <input type="checkbox"/> AM <input type="checkbox"/> PM

JULY 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> SRT AM & PM	2 <input type="checkbox"/> AM <input type="checkbox"/> PM	3 <input type="checkbox"/> AM <input type="checkbox"/> PM	4 LIBRARY CLOSED	5 <input type="checkbox"/> AM <input type="checkbox"/> PM
8 <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> SRT AM & PM <input type="checkbox"/> Program PM	9 <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> SRT AM	10 <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> SRT AM	11 <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> SRT AM	12 <input type="checkbox"/> AM <input type="checkbox"/> PM
15 <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Program PM <input type="checkbox"/> SRT AM & PM	16 <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> SRT AM	17 <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> SRT AM	18 <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Program AM & PM <input type="checkbox"/> SRT AM & PM	19 <input type="checkbox"/> AM <input type="checkbox"/> PM
22 <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> SRT AM & PM	23 <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> SRT AM	24 <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> SRT AM	25 <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Program AM & PM <input type="checkbox"/> SRT AM & PM	26 <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> SRT AM & PM

The only volunteer needs we have for July 29 – August 16 are in Collection Services for one shift per day. Scheduling for August will be available after training.

Saturday, July 27
Final Party Carnival
9:30AM – 12:30PM
 Available

Want to know what programs are on what days? Go to <http://www.wdmlibrary.org/calendar/> for specific program information.

NOTES:
