



Teen Summer Volunteer Application 2024

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

- Student volunteers should be at least 13 years old and 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 and training session held in May.
- Volunteer schedules will be sent after volunteer training.

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

Date: _____

Name: _____ Age: _____ Grade next year: _____

Address: _____ City: _____ Zip: _____

Teen email address #1: _____

Parent email address #2: _____

Teen Phone Number: _____ Name: _____

Parent Phone Number: _____ Name: _____

Email is used as the Library's primary form of communication. Please make sure to list an email you check on a regular basis.

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):

- | | | |
|--|--|--|
| <input type="checkbox"/> Volunteer/work experience | <input type="checkbox"/> Silver Cord hours | <input type="checkbox"/> I love the Library! |
| <input type="checkbox"/> Community service hours | <input type="checkbox"/> Something to do this summer | <input type="checkbox"/> Other: _____ |

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

- | | | |
|--|---|--|
| <input type="checkbox"/> Public Services <ul style="list-style-type: none">• Help with youth programs• Work with children | <input type="checkbox"/> Summer Reading Table <ul style="list-style-type: none">• Summer Reading Sign-Up• Handing out prizes | <input type="checkbox"/> Behind the Scenes <ul style="list-style-type: none">• Help with bookdrop• Shelve picturebooks• Clean book bins, shelves, 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:

Is there anything else we should know?

VOLUNTEER AVAILABILITY:

The summer volunteer schedule varies depending FIRST on Library needs and second on volunteer availability. 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 (typical shifts are ~2 hours long):

- | | | | | |
|---------------------------------------|---------------------------------------|--|------------------------------------|--------------------------------------|
| <input type="checkbox"/> 1 - 1½ hours | <input type="checkbox"/> 2 – 2½ hours | <input type="checkbox"/> 3 – 3 ½ hours | <input type="checkbox"/> As needed | <input type="checkbox"/> Other _____ |
|---------------------------------------|---------------------------------------|--|------------------------------------|--------------------------------------|

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

- | | | | | |
|--------------------------------|---------------------------------|---------------------------------|------------------------------------|--------------------------------------|
| <input type="checkbox"/> 1 day | <input type="checkbox"/> 2 days | <input type="checkbox"/> 3 days | <input type="checkbox"/> As needed | <input type="checkbox"/> Other _____ |
|--------------------------------|---------------------------------|---------------------------------|------------------------------------|--------------------------------------|

Please check boxes next to ALL TIMES you are available and interested in working, make notes as needed:

- ➔ AM = working sometime between 9:00AM - Noon
➔ PM = working sometime between Noon – 4:00PM

➔ Program assistance – Please check the website for specific program info <https://www.wdmlibrary.org/events>

JUNE 2024				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
NOTES:				
3 <input type="checkbox"/> AM <input type="checkbox"/> PM	4 <input type="checkbox"/> AM <input type="checkbox"/> PM	5 <input type="checkbox"/> AM <input type="checkbox"/> PM	6 <input type="checkbox"/> AM <input type="checkbox"/> PM	7 <input type="checkbox"/> AM <input type="checkbox"/> PM
10 <input type="checkbox"/> AM <input type="checkbox"/> PM	11 <input type="checkbox"/> AM <input type="checkbox"/> PM	12 <input type="checkbox"/> AM <input type="checkbox"/> PM	13 <input type="checkbox"/> AM <input type="checkbox"/> PM	14 <input type="checkbox"/> AM <input type="checkbox"/> PM
17 <input type="checkbox"/> AM <input type="checkbox"/> PM	18 <input type="checkbox"/> AM <input type="checkbox"/> PM	19 <input type="checkbox"/> AM <input type="checkbox"/> PM	20 <input type="checkbox"/> AM <input type="checkbox"/> PM	21 <input type="checkbox"/> AM <input type="checkbox"/> PM
24 <input type="checkbox"/> AM <input type="checkbox"/> PM	25 <input type="checkbox"/> AM <input type="checkbox"/> PM	26 <input type="checkbox"/> AM <input type="checkbox"/> PM	27 <input type="checkbox"/> AM <input type="checkbox"/> PM	28 <input type="checkbox"/> AM <input type="checkbox"/> PM
JULY 2024				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 <input type="checkbox"/> AM <input type="checkbox"/> 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	9 <input type="checkbox"/> AM <input type="checkbox"/> PM	10 <input type="checkbox"/> AM <input type="checkbox"/> PM	11 <input type="checkbox"/> AM <input type="checkbox"/> PM	12 <input type="checkbox"/> AM <input type="checkbox"/> PM
15 <input type="checkbox"/> AM <input type="checkbox"/> PM	16 <input type="checkbox"/> AM <input type="checkbox"/> PM	17 <input type="checkbox"/> AM <input type="checkbox"/> PM	18 <input type="checkbox"/> AM <input type="checkbox"/> PM	19 <input type="checkbox"/> AM <input type="checkbox"/> PM
22 <input type="checkbox"/> AM <input type="checkbox"/> PM	23 <input type="checkbox"/> AM <input type="checkbox"/> PM	24 <input type="checkbox"/> AM <input type="checkbox"/> PM	25 <input type="checkbox"/> AM <input type="checkbox"/> PM	26 <input type="checkbox"/> AM <input type="checkbox"/> PM
29 <input type="checkbox"/> AM <input type="checkbox"/> PM	30 <input type="checkbox"/> AM <input type="checkbox"/> PM	31 <input type="checkbox"/> AM <input type="checkbox"/> PM	NOTES:	
AUGUST – We have few volunteer needs for August. Volunteers for shelving and special projects will be requested as needed.				Saturday, July 27 Final Party Comicon A) 9:30AM – 12:30PM <input type="checkbox"/> Available (A) B) 12:30PM – 2:30 PM <input type="checkbox"/> Available (B)