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*

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**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.==

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**PARENT/GUARDIAN PERMISSION**

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

Parent/Guardian's name(s):_____

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**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
- Help with youth programs
- Work with children

☐ Summer Reading Table
- Summer Reading Sign-Up
- Handing out prizes

☐ Behind the Scenes
- 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?

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**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 1 to 2 hours long):

☐ 1 - 1½ hours     ☐ 2 – 2½ hours     ☐ 3 – 3 ½ hours     ☐ As needed     ☐ Other _____

Please check how many days you would like to work per week (typically volunteers work 1 day per week):

☐ 1 day     ☐ 2 days     ☐ 3 days     ☐ As needed     ☐ Other _____

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

➔ *AM = working sometime between 8:30AM - Noon*
➔ *PM = working sometime between Noon – 4:00PM*

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

| JUNE 2025 | | | | |
|---|---|---|---|---|
| **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| 2<br>☐ AM<br>☐ PM | 3<br>☐ AM<br>☐ PM | 4<br>☐ AM<br>☐ PM | 5<br>☐ AM<br>☐ PM | 6<br>☐ AM<br>☐ PM |
| 9<br>☐ AM<br>☐ PM | 10<br>☐ AM<br>☐ PM | 11<br>☐ AM<br>☐ PM | 12<br>☐ AM<br>☐ PM | 13<br>☐ AM<br>☐ PM |
| 16<br>☐ AM<br>☐ PM | 17<br>☐ AM<br>☐ PM | 18<br>☐ AM<br>☐ PM | 19<br>☐ AM<br>☐ PM | 20<br>☐ AM<br>☐ PM |
| 23<br>☐ AM<br>☐ PM | 24<br>☐ AM<br>☐ PM | 25<br>☐ AM<br>☐ PM | 26<br>☐ AM<br>☐ PM | 27<br>☐ AM<br>☐ PM |
| 30<br>☐ AM<br>☐ PM | **NOTES:** | | | |

| JULY 2025 | | | | |
|---|---|---|---|---|
| **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| | 1<br>☐ AM<br>☐ PM | 2<br>☐ AM<br>☐ PM | 3<br>☐ AM<br>☐ PM | 4<br>LIBRARY CLOSED |
| 7<br>☐ AM<br>☐ PM | 8<br>☐ AM<br>☐ PM | 9<br>☐ AM<br>☐ PM | 10<br>☐ AM<br>☐ PM | 11<br>☐ AM<br>☐ PM |
| 14<br>☐ AM<br>☐ PM | 15<br>☐ AM<br>☐ PM | 16<br>☐ AM<br>☐ PM | 17<br>☐ AM<br>☐ PM | 18<br>☐ AM<br>☐ PM |
| 21<br>☐ AM<br>☐ PM | 22<br>☐ AM<br>☐ PM | 23<br>☐ AM<br>☐ PM | 24<br>☐ AM<br>☐ PM | 25<br>☐ AM<br>☐ PM |
| 28<br>☐ AM<br>☐ PM | 29<br>☐ AM<br>☐ PM | 30<br>☐ AM<br>☐ PM | 31<br>☐ AM<br>☐ PM | |
| AUGUST – We have few volunteer needs for August.  Volunteers for shelving and special projects will be requested as needed. | | | | **Saturday, July 26**<br>**Final Party: Outdoors**<br>A) 9:30AM – 12:30PM<br>☐ Available (A)<br>B) 12:30PM – 2:30 PM<br>☐ Available (B) |