



# Student/Teen Volunteer Application

(For volunteers under the age of 18)

**NAME:** \_\_\_\_\_  
Last First Middle

**HOME ADDRESS:** \_\_\_\_\_  
Street

City State Zip Code  
**PHONE:** \_\_\_\_\_  
Home Cell

**EMAIL:** \_\_\_\_\_

**BIRTHDATE:** \_\_\_\_\_

## MOTIVATION FOR VOLUNTEERING:

☐ Community Service Requirement (CSR)

If it is a CSR, is the community service court ordered? \_\_\_\_ Yes \_\_\_\_ No

☐ Student Service Learning (SSL)

☐ Other (please describe): \_\_\_\_\_

If it is an SSL or CSR, number of hours required to completion: \_\_\_\_

## SKILLS AND INTERESTS (check all that apply):

☐ Shelving ☐ Pulling Books from Lists ☐ Crafting/Art ☐ Printing/Computers

☐ Helping with events/programs ☐ Book Covering/Stickering ☐ Sorting Material

☐ Foreign Language Spoken/Read (list language): \_\_\_\_\_ ☐ Other: \_\_\_\_\_

## WORK EXPERIENCE:

\_\_\_\_\_

**DAYS AVAILABLE** (circle all that apply):      Tues      Wed      Thurs      Fri      Sat

**TIME AVAILABLE** (circle all that apply):      Mornings      Afternoons      Evenings

**FIRST DATE AVAILABLE:** \_\_\_\_\_



# Student/Teen Volunteer Application

(For volunteers under the age of 18)

## CONSENT FORM (required for all volunteers under age of 18)

The above named individual has my permission to work as a volunteer at the Oak Bluffs Public Library.

Signature of Parent/Guardian: \_\_\_\_\_ Relationship: \_\_\_\_\_

## EMERGENCY CONTACT:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_  
Home Work Cell

## VOLUNTEER APPLICANT'S STATEMENT OF UNDERSTANDING

I, the undersigned, certify that I have read and fully understand the background information for OBPL volunteers attached to this document and agree to abide by these guidelines. All the information provided on this application is true and complete to the best of my knowledge.

Applicant Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

## APPLICATION PROCESS COMPLETE:

\_\_\_\_\_  
Signature of Volunteer Coordinator/Supervisor

Date: \_\_\_\_\_

## BACKGROUND INFORMATION FOR OBPL STUDENT VOLUNTEERS

It is the policy of the library to use volunteers to help achieve its mission by providing opportunities for them to participate in library functions that support the work of staff.

It is the general library policy that volunteers are not used in direct public service, including Information and Circulation Desks and answering telephones. Consistent with Massachusetts law, volunteers will not displace paid employees and will not be recruited to do the work of a paid employee.

**MINIMUM AGE:** The minimum age of volunteers is 12 years or older, with some exceptions made. For example:

- Young people who volunteer with a group (Scout troops or families)
- Young people who participate in a specific library function (e.g., a youth advisory board)

All volunteers under the age of 18 must complete a Student Volunteer Application Form, which includes a parent/guardian's signature of consent.

## GUIDELINES FOR VOLUNTEER SERVICE:

- I. Acceptance of any volunteer is based on library need at the time and the volunteer applicant's demonstrated ability to do the work required. The library does not guarantee there will be work at all times and is under no obligation to accept any volunteer. In addition, if the library no longer needs the services of the volunteer, the library may terminate the volunteer's service. The volunteer also has the right to terminate his/her service to the library at any time.
- II. All applicants for volunteer positions must demonstrate, in an interview and/or through testing, that they have the qualifications and are able to do the work for which they are applying.
- III. The library director has the right to determine if a volunteer requires a coach or aide to complete assigned tasks. Failure to have a coach in attendance may result in termination of the volunteer's service.
- IV. All volunteers are expected to maintain the confidentiality of patrons' information obtained during their service as a volunteer.
- V. Volunteers are expected to wear badges identifying themselves as volunteers, particularly when in the public areas of the library. All customer questions received by a volunteer should be referred to the appropriate service desk or staff member.