



THE LIBRARY NEEDS TEEN VOLUNTEERS

to hand out
Summer Reading prizes,
set up & help during
programs & put away
DVDs & videos.

Volunteering is on a
strictly first come, first
serve basis.

If you are accepted
as a volunteer, you
will be added to our
Teen Volunteer email list.

WHY VOLUNTEER?

- Helps you help others
- Teaches you job skills and values
- Introduces you to library staff members and other teen volunteers
- Helps the library staff and community members
- Gives you an opportunity to get involved and feel worthwhile



AND.... IT IS FUN!

TEEN VOLUNTEERS NEEDED!

- **HELP THE LIBRARY**
- **GAIN VALUABLE
JOB EXPERIENCE**
- **MEET NEW FRIENDS!**



HUSSEY-MAYFIELD
MEMORIAL PUBLIC LIBRARY

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DEADLINE: MON., APR. 8, 2019

TEEN VOLUNTEERS NEEDED!

LIMITED POSITIONS AVAILABLE

**NEED SOMETHING
WORTHWHILE TO
DO THIS SUMMER?**



**WANT TO MAKE A
DIFFERENCE & MEET
NEW FRIENDS?**



250 N. Fifth St., Zionsville, IN

TEEN VOLUNTEERS NEEDED

WHAT

Summer volunteers work at the Library during the Summer Reading Program. Volunteers work one two-hour shift a week. All interested teens must fill out an online Teen Volunteer Corps application and attend a 2-hour **Customer Service Training** which will include pizza.

Applications are due by **Mon., April 8, 2019.**

SUMMER READING PROGRAM DESK ASSISTANT

Assistants will be responsible for enthusiastically promoting and explaining the Summer Reading Program for both Children and Teens. Volunteers assist in entering data, awarding prizes and help keeping prizes tidy.

OTHER JOBS TEEN VOLUNTEER CORPS MEMBERS ARE INVOLVED WITH THROUGHOUT THE SUMMER ARE:

SPECIAL PROGRAM ASSISTANT

Teens help with a variety of special programs offered throughout the summer. Help set up or clean up, get crafts and snacks ready or other jobs. We will need lots of help with the End of Summer Celebration.

PUT AWAY DVDS, VIDEOS AND CDS

Help us keep the library neat! We need helpers to put media back in its place.

WHO

Students currently in grades 6th–12th & college can join the Teen Volunteer Corps. Interested volunteers should be both customer service oriented (friendly and polite) and detail oriented (careful and conscientious).

HOW

Fill out the online application at: bit.ly/2019TVC

Within 72 hours you will receive an email containing a link to SignUpGenius with instructions on selecting your floor and shift preferences. Shift preferences are not guaranteed. Shifts are available on a first come, first served basis and some time slots fill quickly. Your final schedule will be sent to you around Mon., April. 15.

WHEN: PIZZA IS INCLUDED!

Summer Volunteering begins after the school year ends to July 27 2019, but you must attend a **CUSTOMER SERVICE TRAINING** held at the Library on **Thurs., May 23 @ 5 – 7:15 PM.**

INFORMATION YOU NEED:

HOW TO MAKE SHIFT PREFERENCES

Go to SignUpGenius and fill out a 1st & 2nd choice of Shifts (choosing Days & Times).

CHOICES WILL INCLUDE:

Mon., Tues., Wed., Thurs., Fri. & Sat.
9:30 AM – Noon, Noon - 2 PM, 2 - 4 PM, 4 - 6 PM
* Some will be “Fill-In” rather than a choice of a regular shift.

NOTE: The Library closes at 5 PM on FRI.

SAT. Shifts: 9:30 AM – Noon & Noon – 2 PM

- Volunteers will be asked to refrain from using their cell phone during their shift.
- Volunteers will be asked to leave if they do not listen to or are not respectful of Library staff and volunteers.

CUSTOMER SERVICE TRAINING

You are required to attend a Customer Service Training on **Thurs., May 23 at 5 – 7:15 PM @ the Hussey-Mayfield Memorial Public Library.** Pizza will be served at training.

CHECK to attend this Special Events:

18 Hour Special Event on Thurs., July 24 @ 10 AM (for those who volunteered 18 hours or more)



***VOLUNTEER at least 18 hours & get an exclusive invite to a SPECIAL EVENT**

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