Teen Volunteer Policy

The Shorewood-Troy Public Library Volunteer Program allows the public to contribute their unpaid time, energy, and talents to the community through service at the library. Volunteers assist with general library activities, such as providing support to library staff and working on special projects as assigned. Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes to all library patrons.

General Provisions

Nothing in this policy shall be deemed to create a contract between the volunteer and the Shorewood-Troy Public Library. All reasonable care will be taken to ensure the safety of volunteers. The Shorewood-Troy Public Library will not provide any medical, health, accident or worker's compensation benefits for any volunteer. Volunteers will not be eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer.

Requirements

To be eligible for volunteer hours, persons must be at least 18 years old *or* currently enrolled in high school and in good academic standing. High school students may use these volunteer hours to complete required community service for graduation. At this time, we are not offering volunteer hours to individuals who have been assigned community service by any other outside agency (e.g. court-ordered community service).

Selection of Volunteers

Volunteers are selected based on their qualifications in relation to the needs of the library at any given time and their ability to commit to a consistent schedule of volunteer hours.

Volunteers shall be recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.

A background check is required for any volunteer candidate aged 18 or older. All prospective volunteers must fill out an application form and provide references when requested.

If there are no suitable volunteer opportunities, application forms will be kept on file for a period of six months. Applicants will be called if a project is identified which matches their interests or qualifications.

Roles and Responsibilities

The library depends on its volunteers for a wide variety of tasks which otherwise need to be assigned to library staff. We therefore ask volunteers to be reliable in their commitment to the library and to notify the library in advance if they are unable to work their regularly scheduled time slot. In turn, volunteers will be notified immediately on any given day when the library opens late or closes early for any reason.

Individuals are asked to wear a name tag that identifies them as a volunteer while they are working at the library. Volunteers are expected to refer all requests for information to the library staff, other than purely directional questions (e.g. where is the bathroom, where are the children's books, etc.). Volunteers will receive specific training in their assigned duties from the library staff member who directly supervises their work.

Volunteers are asked to check in with staff at the beginning and end of their shifts in order to keep an accurate record of the hours they work each week.

Work Schedules and Duration of Volunteer Service
Volunteers shall only work during hours when the library is open and when adequate supervision is available. Individual work schedules and specific time commitments will be mutually arranged in advance by the volunteer and staff. In the event that a volunteer is unable to adequately perform the duties assigned to him or her, and no other appropriate positions are available, the volunteer may be removed from service.

Both the volunteer and the Shorewood-Troy Public Library have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause.

By signing this form, I *verify* I have *read* and understood this form,
and *agree* to comply with its contents.

_____   _____
Volunteer Signature   Date

_____   _____
Parent/Guardian Signature   Date
(if under 18)