Volunteer applications are taken year round, but opportunities are available on a limited basis. During the school year, times are available for special programs only. Applications will be held on file until opportunities arise. Volunteers are needed more during the summer to help with the Summer Reading Program.

What to expect
A volunteer may be assigned a variety of tasks, given detailed instructions to be performed under direct supervision until the training period is over. The volunteer is expected to be able to work independently.

Examples of Work
Provides assistance with library programs as needed (ex. Summer Reading Program).

Performs other functions as required.

Volunteers do not assist the public, but perform important behind-the-scenes tasks.

Participation Guidelines
Junior high students in grade 8 that are 14-years-old and high school students who live in the city limits of Hoover or have a parent/guardian who works for the City of Hoover may participate. The library will not accept volunteers who are required to do court-ordered community service.

Hours
Volunteers may be scheduled for two (2) hours per work session, and no more than eight (8) hours per week. It may not be possible to fulfill all community service hours at the library.

Necessary Skills
- Maturity and positive attitude
- Ability to understand and follow oral and written instructions
- Ability to learn routine library tasks and work independently after training
- Ability to establish and maintain effective relationships with library employees
- Ability to adhere to a specific schedule and to arrive promptly at the time scheduled

How to join?
Fill out the application and return to the Teen Desk.

Applications are accepted year round.

Simply filling out an application does not guarantee acceptance to volunteer. Applications will be kept on file for one year.
Date ________

Full Name__________________________________________________ Preferred Name_______________________________

Address__________________________________________________________________________________________

Date of Birth _____________ Current Age ________ Grade _____ School __________________________

Email_________________________________________ Cell Phone _____________________________________________

Please answer the following questions:

1. Are you involved in any extracurricular activities/sports etc.? Please list them and when they meet.

2. Your skills, knowledge and experience you think may be useful to the library:

3. Do you have any special skills or interests?

Availability – Please indicate the days and times you are available to volunteer. If you are unavailable on certain days of the week, please leave those blank.
**Recommendations**

Please provide two personal references (adult not in your family; teachers, coaches, counselor, religious leader etc.)

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**Guardian Information**

Guardian Name_________________________________________________________ Relationship______________________________

Work Phone ( ) _______________________ and/or Cell Phone ( ) _____________________________

Email ________________________________________________________________________________

I give permission for ______________________________________ to be a library volunteer. I will contact Wendy Geist if I have any concerns by emailing her at hooverteens@gmail.com or calling 444-7826.

Guardian’s Signature: ________________________________________________________________________________

Applicant’s Signature: ________________________________________________________________________________