

MOUNT OLIVE PUBLIC LIBRARY

202 Flanders-Drakestown Road; Flanders, New Jersey 07836 | P: 973-691-8686 | www.mopl.org

The Mount Olive Public Library's Teen Volunteer Policy

Requirements:

- Teens must be in at least 7th grade in order to volunteer.
- All potential teen volunteers must complete an online application. The new volunteer application portal will be available upon announcement. Portal openings will occur twice (Fall Sessions and Summer Sessions) or in accordance with programming needs. The application schedule is subject to change and no further applications will be accepted after a portal cycle has closed.
- If an application is under consideration, the applicant will receive an email of confirmation from the Children's Librarian. Should the limit of volunteers be reached or application is declined, an email will be sent by the Children's Librarian.
- Each teen volunteer is responsible for signing in upon arrival and signing out upon departure. A teen volunteer must only sign in for him/herself, and the signing in and out must be completed in the presence of the staff member who is on duty at the time.
- At the discretion of the library staff, teen volunteers may be asked to help out with another library task, instead of the program for which they may have originally requested. Teens who do not wish to accept the alternate given tasks will not receive community service hours for that particular program/time period.

Attendance: All teen volunteers are responsible for coming to any programs or community service hours for which they have consented in advance. Furthermore, teen volunteers must arrive for duty on time and stay for the entire time slot. If a teen volunteer cannot attend an assigned program/community service hours, he/she must provide at least **24 hours' notice**, by phone or email, if he/she cannot attend. Please call the library at 973-691-8686 or email the Tag@mopl.org mailbox to contact the library regarding any conflicts. Teens who fail to attend their volunteer hours on two occasions, without prior notice, will no longer be permitted to volunteer for the Library.

Volunteer forms for School/Civic Organizations: Any volunteer forms that must be signed should be given to the Children's Librarian. Only the Children's Librarian can sign said forms, not other staff members. All requests for letters that validate completion of a teen's volunteer service must be given to the Children's Librarian at least one (1) week prior to its due date. No guarantee of signed letters can be given, if the one (1) week prior notice is not followed.

Resignation: Should a teen volunteer decide to leave the program, he/she should notify the Children's Librarian either in person, by email, or by a written letter as soon as possible.

Personal conduct: Volunteers are asked to be courteous and considerate of others. If a patron(s) ask for your assistance outside of scheduled programs, volunteers should direct all patrons to a Library staff member. Volunteers are not permitted to use cell phones or any other type of electronic devices during their scheduled hours but rather should be actively participating in their designated programs or assigned duties.

The Mount Olive Public Library reserves the right to terminate the association between the volunteer and the Library at any time. Grounds for dismissal include any infraction deemed inappropriate and failure to adhere to the policies and procedures of the Mount Olive Public Library.