

*Please retain this page for your records.*

## **North Plainfield Memorial Library 2025 In-Person Teen Volunteer Packet**

Dear Prospective Volunteer:

Welcome to North Plainfield Memorial Library's Teen Volunteer Program!

**To be a volunteer, you must be entering 8th to 12th grade in the 2025 School Year.**

**This packet contains everything you need to know about volunteering at the North Plainfield Memorial Library.** The first part of this packet (pages 1-3) will offer a thorough explanation of our program and the library's expectations of its teen volunteers. It is your responsibility to keep this portion of the application for your records—we will not issue you another copy of these pages. The second part of this packet (pages 4-6) is the application.

**Hand in your completed application to the Youth Services desk. Please allow us seven business days to process your application.**

**All communication, including job assignments, will be done via email. Please be sure to write your email address and phone number legibly on the application.** It is also important that you add the email address [jmeier@sclibnj.org](mailto:jmeier@sclibnj.org) and [northplainfield@sclibnj.org](mailto:northplainfield@sclibnj.org) to your address book so volunteer emails do not end up in your spam folder. We encourage volunteers to give us their own email address. If you share an email with your parent or guardian, it is important that you (the volunteer) are given the opportunity to read and respond to any volunteer emails that are sent. Each opportunity has different requirements, so read through the Volunteer Positions page carefully.

Volunteering is a responsibility. We place an emphasis on reliability, responsibility, and communication. Please read the Teen Volunteer Guidelines & Agreement pages carefully. You and your parent/guardian are also asked to sign a copy of the agreement. Please be aware that failure to comply with these guidelines will result in a series of warnings, which may lead to your dismissal from our program.

**You will be contacted via email to confirm the status of your application and the volunteer positions you've signed up for.**

***Application deadline: applications are accepted on a rolling basis throughout the year.***

If you have any questions, please contact **Julia Meier** at [jmeier@sclibnj.org](mailto:jmeier@sclibnj.org)

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## **North Plainfield Memorial Library In-Person Teen Volunteer Guidelines**

### **Expectations:**

- Volunteers are enthusiastic about the Library and giving back to the community.
- Volunteers are respectful and courteous of Library customers, staff members, and fellow volunteers.
- Volunteers are expected to minimize distractions (such as cell phone use, talking with friends, watching or interacting with siblings).
- Volunteers will be prompt and prepared for their scheduled shifts.
- When arriving at the Library to volunteer, volunteers will sign in at the Youth Services desk.
- Volunteers are responsible for their own transportation to and from the Library. Volunteers receiving a ride must be picked up from the Library before the Library closes
- Volunteers may take a break for a snack in a place designated by the volunteer coordinator if necessary.
- Volunteers are welcome to have capped beverages.
- Volunteers must be dressed appropriately to use the Library. Volunteers must wear shoes, and, as appropriate, pants, shorts, skirts, blouses, shirts, dresses, etc. Volunteers are encouraged to follow the staff dress code policy.
- Volunteers are encouraged to wear a volunteer badge.
- Volunteers must refer Library customers to Library staff whenever a question is asked that does not pertain directly to that volunteer's assigned task and/or if they feel uncomfortable.

### **Requirements:**

- When a volunteer is unable to attend a scheduled shift, the volunteer will call or email the Library at least 1 day before their shift and leave a message for their volunteer coordinator, except in the case of emergency.
- Missed volunteer shifts are not always rescheduled, and that time may be lost in the event of a canceled volunteer shift.
- Volunteers are not allowed to interact with confidential Library customer information.

Volunteers who repeatedly do not meet Library expectations, or who violate Library requirements or the "Conduct in the Library" policy will be dismissed from volunteer service. Dismissal may be for a season or permanently depending on the severity of the volunteer actions. For egregious behavior, this dismissal may be immediate and without warning.

### **What you can expect from the Library:**

- Library staff treat volunteers with respect and are enthusiastic about helping volunteers give back to the community.
- Library staff will work with volunteers to try to resolve problems with scheduling or assigned tasks.
- Library staff will assist volunteers that feel harassed, intimidated, or bullied. Volunteers should inform Julia Meier, and Crystal Hooper in the event that any such event occurs.
- The Library staff will assist with any difficulties with Library users.
- The Library staff can provide, upon request, documentation of community service hours based on volunteer hours served. This documentation is not a letter of recommendation, but a record of hours performed. Requests may take up to two weeks to be processed.



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## North Plainfield Memorial Library In-Person Volunteer Positions

- Program Assistant*  
Assists with setup, break down, and in-program support.
- Program Assistant: Spin the Wheel Wednesdays (**Summer Only**)*  
Assists with running the spin the wheel program. *Only on Wednesdays.*
- Program Prep*  
Assists in prepping supplies for programs which can include using a diecut machine, sorting and counting out supplies, and creating examples of crafts.
- Shelf Reading/ Materials Processing/ Cleaning Assistant*  
Ensures titles are in correct shelf order, belong to this branch, edging books, and dusting/cleaning shelves. Blacking out barcodes, removing covers, removing stickers, and boxing weeded materials. Wiping down toddler books, toys, and surfaces.



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*Submit pages 4-6 to the North Plainfield Memorial Library's Teen Librarian.*

## North Plainfield Memorial Library Teen Volunteer Application

Name (last, first) \_\_\_\_\_

Grade in Fall \_\_\_\_\_

Put a check next to the jobs you are interested in:

- Program Assistant*  
Assists with setup, break down, and in-program support.
- Program Assistant: Spin the Wheel Wednesdays (Summer Only)*  
Assists with running the spin the wheel program. *Only on Wednesdays.*
- Program Prep*  
Assists in prepping supplies for programs which can include using a diecut machine, sorting and counting out supplies, and creating examples of crafts.
- Shelf Reading/ Materials Processing/ Cleaning Assistant*  
Ensures titles are in correct shelf order, belong to this branch, edging books, and dusting/cleaning shelves. Blacking out barcodes, removing covers, removing stickers, and boxing weeded materials.  
Wiping down toddler books, toys, and surfaces.

### What is your availability?

*Check days available.*

*Circle times available.*

<input type="checkbox"/> Monday	Morning	Afternoon	Evening
<input type="checkbox"/> Tuesday	Morning	Afternoon	Evening
<input type="checkbox"/> Wednesday	Morning	Afternoon	Evening
<input type="checkbox"/> Thursday	Morning	Afternoon	Evening
<input type="checkbox"/> Friday	Morning	Afternoon	

### NOTE: The library will not issue volunteer reference letters automatically.

Check this box if you require a letter.

- YES, I request a volunteer reference letter

FOR STAFF USE ONLY (Below)

Date received \_\_\_\_\_ Staff initials and branch \_\_\_\_\_



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**Somerset County Library System of New Jersey**  
**Teen Volunteer Application**

*Fill out completely and neatly.*

If we can not read the application, we will not be able to reach you.

When complete, return to the Youth Services Department.

Please allow us five business days to process your application.

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

Date Of Birth (00/00/0000): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name \_\_\_\_\_  
(First) \_\_\_\_\_ (Last) \_\_\_\_\_

Street Address \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address (not a school email) \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Emergency Contact (Name / Phone / Email Address / Relationship to you)

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Parent or Guardian Contact (Name / Phone / Email Address)

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*\*Please initial here if you have previously volunteered at the North Plainfield branch \_\_\_\_\_*



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# North Plainfield Library Teen Volunteer Agreement: In-Person

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Thank you for taking the time to fill out this application. We are pleased that you are interested in volunteering with us. When you sign below, you are stating that the information you have provided is true, and that you understand and accept our guidelines for volunteering. Your volunteer supervisor will explain your specific assignments in detail on your first day.

Volunteer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Legal Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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