September 1, 2021

Dear Fall Teen Volunteer applicant,

Thank you for your interest in volunteering at the Parkland community library community and to gain experience working in a professional environment. The Teen Fall Volunteer program can be listed on college resumes and/or counted as community service hours for schools, religious organizations, scouts, etc. We request a commitment from shelvers of at least 2 hours per week for 8 weeks between October 1-Mid December.

At the bottom of this page is a description of the shelver position available. Please review it, and make sure you meet all of the requirements and are willing to take on the duties and responsibilities.

Return your completed application to Amanda, by October 1, 2021. Applications received after this date will not be accepted. Previous Summer and Fall Library volunteers must fill out a new application.

Once applications are received, applicants will be contacted via email for a brief in-person interview.

If you have any questions, please email me at teens@parklandlibrary.org.

Sincerely,
Amanda
Teen Services

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**Teen Intern Position Description**

**Teen Intern: Shelver** - Assists the Youth Services staff with shelving, organizing, cleaning library materials, and other duties as assigned.

**Please return your completed application to Amanda by October 1, 2021. Applications received after this date will not be accepted.** Previous Summer and Fall Library volunteers must fill out a new application.

**Duties and Responsibilities:**

- Shelves library materials in specific, assigned area(s).
- Shelf-reads in assigned area(s) (making sure books are in the correct order on the shelf).
- Cleans books, shelves, and toys.
- Records hours and work completed.
- Adheres to the library’s dress code or wears nametag.
- Notifies supervisor when unable to keep the scheduled commitment.

**Qualifications and Requirements:**

- Entering at least 8th grade in the fall.
- Able to commit to 10-12 weeks available during the fall.
- Able to commit to 2 hours per week.
- Able to work independently and carry out assignments to completion.
- Notifies supervisor when unable to keep the scheduled commitment.
- Other duties as assigned.
TEEN VOLUNTEER APPLICATION

Application Date: ________________

Name: ______________________________________________________________

Birth Date: ________________ Phone: ________________________________

Email: _____________________________________________________________

Address: ___________________________________________________________________________________________________________

Grade in Fall 2021: ___________________________________________ School: ___________________________________________________________

Have you worked at Parkland Library before? YES ✗ NO            Do you have a library card in your own name? YES ☐ NO

Library Card Number: ______________________________________________

Intern Signature: ____________________________________________________________________________________________________

I give permission for my son/daughter to be a teen intern: ______________________________________________________________

Signature of parent/guardian

I give permission to use photographs and/or video of my child to promote the library.     YES ☐ NO

Emergency Contact: _______________________________________________ Phone: __________________________________________

Grade in Fall 2021: ____________________________  School:  _____________________________________________________________

Have you worked at Parkland Library before?  YES    NO            Do you have a library card in your own name?  YES    NO

Library Card Number:  ________________________________________________________

INTERNAL USE ONLY

Date Contacted: ________________  Initials: __________  Interview Date: ________________  Initials: __________

Training Date: ________________  First Day of Work: __________

Schedule: _____________________________________________________________________________________________

parklandlibrary.org | Phone: 610.398.1361
4422 Walbert Avenue Allentown, PA 18104

Fall 2021