

Thank you for your interest in the Yorba Linda Public Library Children's Services Summer Volunteer Program!

The Children's Services summer volunteer program provides positive and fun community service opportunities for students currently in grades 6 through 11.

The Summer Reading Program begins with our Kick-Off Festival on Saturday, June 16th. The last day is Saturday, August 18th. Volunteers work the same shift each week.

The application process is as follows:

- Applications will be accepted beginning **Saturday, May 5 at 9 a.m. through Saturday, May 19 at 4 p.m.** The volunteer coordinator will assign volunteer positions on a first come first placed basis but, assignments are based on experience, volunteer interview, availability, and residency of the applicant.
- On May 5th we anticipate over 100 applicants to apply. Be prepared to wait up to two hours that morning for your assignment. If you cannot wait for your assignment, you may turn in your application and you will be called and placed after all in person assignments. Priority will be given to those students that wait in person.
- Requests to work with friends cannot always be accommodated.
- Turn in your completed application packet (pages 2-5) to the Library no later than **Saturday, May 19, 2018 before 4:00 p.m.** (Postmarks not accepted). Early applications receive priority consideration.

Training Workshop Dates are as follows:

♦ Game Booth Volunteers ♦ Game Booth Substitutes ♦ Shelving Volunteers	Are required to attend <u>ONE</u> of the following training workshops in its entirety (arrive on time and stay for the duration of training): Thursday, June 7 th 6:30-8:00 p.m. OR Saturday, June 9 th 9:30-11:00 a.m. OR Wednesday, June 13 th 4:00-5:30 p.m.
♦ Kids to Kids Volunteers	Are required to attend training on Saturday, June 9 th 1:30-4 p.m.
♦ Wednesday Storytime Volunteers ♦ Saturday Family Storytime Volunteers	Training workshop on Saturday, June 9 th 2:30-4 p.m.
♦ Thursday Special Performance Volunteers	Will receive training during their regular volunteering time.

Library Volunteers are treated as responsible members of our Library Team and are expected to:

- Commit to a schedule and be able to work on their scheduled day and time.
- Communicate directly with Library Staff regarding volunteer service.
- Inform parents about the details of the program and discuss the hours expected to work.

Dress Code:

- Must be neat and clean in appearance and must wear shoes at all times. (Clothing shall be appropriately modest and conceal undergarments at all times. Top wear must overlap the waistline.)

The library does not accept court-appointed community service requests.

****Keep this page for your reference!****

Yorba Linda Public Library: Children's Services ~ 18181 Imperial Highway
Yorba Linda, CA 92886 ~ (714) 777-2873 x7

Yorba Linda Public Library, Children's Services ~ Summer Volunteer Application

Deadline to submit application packets is May 19, 2018, 4:00 p.m. Postmarks not accepted.

NAME: _____ EMAIL: _____

ADDRESS: _____ CITY: _____ ZIP CODE: _____

PRIMARY PHONE: _____ SECONDARY PHONE: _____

This is the phone number that staff will call first.

SCHOOL (Current): _____ GRADE (Current): _____ AGE: _____

Are you going on vacation this summer? _____ When (Dates)? _____

Do you have any health concerns that the Library should know about? _____ If yes, please explain: _____

Do you need to volunteer as part of: ☐ an organization such as National Charity League, Boy Scouts, Girls Scouts, etc. (state which one) _____ ☐ school requirements ☐ other? _____
(Note: the library does not accept court-appointed community service requests)

Please tell us about school, and/or other related (church, scouts, service clubs, etc.) activities you have participated in: _____

Place an "X" in the box beside the activities listed below that you have participated in and have enjoyed:

Arts and Crafts <input type="checkbox"/>	Babysitting <input type="checkbox"/>	Balloon Animals <input type="checkbox"/>	Computers <input type="checkbox"/>
Dancing <input type="checkbox"/>	Dramatics <input type="checkbox"/>	Drawing/Painting <input type="checkbox"/>	Musical Instrument <input type="checkbox"/>
Singing <input type="checkbox"/>	Speech/Debate <input type="checkbox"/>	Story Telling <input type="checkbox"/>	Video Games <input type="checkbox"/>

If you marked 'Story Telling', 'Dramatics', 'Singing', 'Drawing/Painting' above, please explain: _____

Have you volunteered previously as a Library Volunteer, at any other library, or for the City of Yorba Linda? _____ If yes, when, where, and what are your prior experiences?

State why you would like to volunteer at the Library and note your qualifications (**mandatory**):

Are you interested in volunteering at the Kick-Off Festival on Saturday, June 16th to earn extra hours? _____
If yes, please indicate your availability:

9:00 am - 12:30 pm _____ **OR** 12:00 pm - 3:30 pm _____ **OR** 9:00 am - 3:00 pm _____

If you are scheduled to work the kick-off festival, would you be interested in learning how to make balloon animals so you could work at the balloon twisting station? ☐ Yes ☐ No

****Turn this page in****

Summer Volunteer Opportunities

Out of the 7 choices below, indicate your top 3 preferences on the blank line by writing 1st, 2nd, and 3rd. If you include a booth or shelving position as one of your choices, indicate your top three schedule preferences in the table below.

Kids 2 Kids – Tuesdays 2:00-4:00 June 19 – August 14

(See training workshop dates and times on Page 1.)

Volunteers present a weekly storytime, including books, fingerplays, action rhymes, puppet shows, and songs to all ages. The VIP volunteers plan and prepare the weekly themes. **Volunteers must be enthusiastic, animated, and comfortable reading, singing, and speaking to the audience. Volunteers may be asked to demonstrate their enthusiasm and comfort level prior to assignment.**

Wednesday Storytime – 9:45-12:15 June 20 – August 15

(See training workshop dates and times on Page 1.)

Volunteers set up chairs, tables, and supplies for preschool storytime. They help supervise children, take turns performing puppet shows, and put away all tables, chairs and supplies. **Enthusiastic participation** in fingerplays, action rhymes, songs, and puppet shows is **mandatory**. Arrive 30 minutes early the first week for additional training. **Volunteers may be asked to demonstrate their enthusiasm and comfort level prior to assignment.**

Thursday Special Performance – 2:00-4:00 June 21 – August 16

Volunteers set up chairs, tables, and supplies in the community room. Volunteers will supervise children before, during, and immediately after the performances. Willingness to help and work with children is a must.

Thursday Special Performance – 5:45-7:45 June 21 – August 16

Volunteers set up chairs, tables, and supplies in the community room. Volunteers will supervise children before, during, and immediately after the performances. Volunteers put away tables, chairs, and supplies after the performance. Willingness to help and work with children is a must.

Saturday Family Storytime – 9:45-11:45 June 23 – August 18

(See training workshop dates and times on Page 1.)

Volunteers will assist library staff with set up and clean up for this weekly storytime. The storytime is for all ages. **Enthusiastic participation** in fingerplays, action rhymes, songs, etc. is **mandatory**. Arrive 30 minutes early the first week for additional training. **Volunteers may be asked to demonstrate their enthusiasm and comfort level prior to assignment.**

Shelving (See training workshop dates and times on Page 1.)

Volunteers will sort and shelve children's books in alphabetical order. Other duties include cleaning books and straightening the Children's Services area. 2-hour shifts are available throughout the week.

The Game Booth ** (See training workshop dates and times on Page 1.)

Volunteers will work a 2-hour shift signing children up for the Summer Reading Club and handing out prizes. Volunteers will explain the reading clubs to kids and adults, keep records, and know the correct prizes to hand out at each prize level. Two volunteers work the game booth at each shift. **Volunteers must be enthusiastic and attentive to details.**

****If you would like a Game Booth or Shelving assignment, please mark your 1st, 2nd, and 3rd schedule preferences.**

	M	T	W	Th	F	S
A Morning Shift						
An Afternoon Shift						
An Evening Shift						

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Yorba Linda Public Library, Children's Services Summer Volunteer Contract

Please place your **initials** on the line next to each requirement indicating that you have read and agree to adhere to our policies. I, _____,

- _____ Will be punctual for all programs and meetings, and I will give notice to the Library Staff as soon as possible if a problem arises which would prevent me from performing my duties.
- _____ Will show respect towards my leaders, peers and the children with whom I work.
- _____ Will complete the task assigned to me to the best of my ability.
- _____ Will make efficient use of my time by seeking out ways in which I may help others after completion of my own responsibilities.
- _____ Will be enthusiastic about volunteering; and will dress appropriately and maintain a clean appearance.
- _____ Will not allow personal problems or conflicts to interfere with my job performance and interaction with children.
- _____ WILL HAVE A GREAT EXPERIENCE THIS SUMMER!

Failure to comply with the contract will result in the following consequences:

1st violation: Warning and review of contract

2nd violation: Phone call to parent

3rd violation: Reduction of hours and/or dismissal of Volunteer

**** The Library reserves the right to handle extreme violations with their own discretion.**

I certify that all statements in this application are true and complete to the best of my knowledge. I understand that any false statements will subject me to disqualification or dismissal. I have read and initialed each item in the volunteer contract and agree to adhere to this policy.

Volunteer Signature _____ Date _____

As the Legal Guardian of the participant in the Yorba Linda Public Library Children's Services Volunteer Program, I also adhere to this policy and I hereby agree to indemnify and hold harmless the City of Yorba Linda and its officers, agents, or any third parties injured by the participant or any injury in any way arising out of the participant's activities in this program.

Parent Signature _____ Date _____

Contact in case of emergency:

Name _____ Relationship _____

Phone Number (Day) _____ Evening Phone _____

****Turn this page in****

City of Yorba Linda ~ Yorba Linda Public Library

AUTHORIZATION TO CONSENT TO TREATMENT OF MINOR

(I(We)), the undersigned, parent(s) of _____,
do hereby authorize the Yorba Linda Public Library of the City of Yorba Linda as agent(s) for the undersigned to consent to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by, and is to be rendered under the general or special supervision of any physician and surgeon licensed under the provisions of the Medicine Practice Act.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required, but is given to provide authority and power on the part of our aforesaid agent(s) to give specific consent to any and all such diagnosis, treatment or hospital care which the aforementioned physician in the exercise of his/her judgment may deem advisable.

By signing this authorization I/we agree to indemnify and hold harmless the City of Yorba Linda and all of its officers, employees, agents and volunteers from any and all liabilities for injury to persons and/or damage to property arising out of any act or omission in connection with this authorization for consent.

This authorization is given pursuant to the provisions of Section 6910 of the California Family Code.

This authorization shall remain effective for one year until June 1, 2019, unless sooner revoked in writing to the City of Yorba Linda.

PHOTO/VIDEO RELEASE FORM

PHOTO/VIDEO RELEASE- THE CITY OF YORBA LINDA may take, use and publish photos, videos, and/or audio recordings of participants for publicity purposes. I hereby grant the City permission to use my, or my child's, likeness, name, voice and words in any broadcast, telecast, print or digital/social media account free of charge. IF THE PARTICIPANT IS A MINOR I hereby warrant that I am the custodial parent/legal guardian of the undersigned child, who is a minor. I CERTIFY THAT I HAVE READ, UNDERSTAND AND VOLUNTARILY SIGN THIS WAIVER AND RELEASE ON BEHALF OF MY HEIRS, SUCCESSORS, AND ASSIGNS AS IT APPLIES TO MYSELF AND TO ANY MINORS FOR WHOM I AM SIGNING. I, CERTIFY THAT I HAVE READ AND UNDERSTAND THIS WAIVER AND RELEASE AND SIGN IT VOLUNTARILY.

Dated

Signature of Father

Signature of Mother

Signature of Legal Guardian

****Turn this page in****

**Turn in completed application packet to the Yorba Linda Public Library, Children's Services
Department by 4:00 p.m. May 19, 2018.**

18181 Imperial Highway • Yorba Linda, CA 92886