

Yorba Linda Public Library

Children's Services 2017/2018 School Year Volunteer Program

Thank you for your interest in the Yorba Linda Public Library volunteer program. The Children's Services school year volunteer program provides positive and fun community service opportunities for students in grades 6 through 12.

Volunteers enhance the library's ability to offer excellent service and programs for the children in our community. Children's Services has a limited number of volunteer positions available. The volunteer coordinator will be assigning volunteer positions beginning Monday, August 14th on a first come first served basis. Assignments are based on experience, volunteer interview, and availability.

Requirements

Students must be in 6th through 12th grade during the 2017/2018 school year. Volunteers are scheduled to work a set schedule. A 20-hour commitment is required. After the 20-hour commitment, volunteers may reapply to be considered for more service hours or placed in the volunteer queue.

Guidelines and Training

Written guidelines for the work to be done will be given to each volunteer. Training will consist of an initial training session and follow-up training as needed.

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 reserves the right to evaluate the placement or performance of a volunteer which may lead to the reassignment of the volunteer or the termination of the relationship between the volunteer and the library. See the Children's Services Volunteer Contract.

Please use a blue or black pen to complete your application. After you complete your application, please turn it in at the Children's Services Desk. Your application will be reviewed and the Volunteer Coordinator will contact you.

Again, thank you for your interest in volunteering in Children's Services!

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

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

**Yorba Linda Public Library, Children's Services
2017/2018 School Year Volunteer Application**

NAME: _____ EMAIL: _____

ADDRESS: _____ CITY: _____ ZIP CODE: _____

PRIMARY PHONE: _____ SECONDARY PHONE: _____
This is the phone number that staff will call first.

SCHOOL (2017/2018 School year): _____ GRADE (2017/2018 School year): _____ AGE: _____

Allergies/Medications: _____ Do you have any health concerns? _____. 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)

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"/> | Storytelling | <input type="checkbox"/> | Video Games | <input type="checkbox"/> |

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

Knowing what special skills you have will help us better place you as a volunteer. Shelving volunteers have a keen eye for detail, storytime volunteers enthusiastically sing songs and perform, while some special program volunteers may be asked to set up gaming equipment. What special skills and/or experience (ex: art class, drama club, photography, setting up gaming equipment) do you think the library should know about?

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

Please describe any previous experience you have working in a library or other organization: _____

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

School Year Volunteer Opportunities

Out of the 6 choices below, indicate your top 2 preferences on the blank line by writing 1st and 2nd.

_____ **Shelving – various 2-hour shifts throughout the week depending on schedule and availability**

Volunteers will sort and shelve children's books in alphabetical order. Other duties include cleaning books and straightening the Children's Services area. Volunteers must be able to file alphabetically and numerically and have a keen eye for detail. Volunteers need to have the ability to work independently. Training workshop dates and information will be given upon job placement.

_____ **Book Bug Club – Thursdays (weekly) from 3:00-5:00 p.m.**

Set up tables and supplies for Book Bug Club, an after school program for Kindergarten through 3rd grade students. Help supervise children, participate in skits, puppet shows, songs, fingerplays, and S.T.E.A.M. activities. Volunteers also put away all tables, chairs and supplies. **Enthusiastic participation** in fingerplays, action rhymes, songs, and puppet shows is **mandatory**. **Volunteers will be informally interviewed and may be asked to audition.**

_____ **Saturday Family Storytime – Saturdays (weekly) from 9:30-11:30 a.m.**

A volunteer team that assists 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**. **Volunteers will be informally interviewed and may be asked to audition.**

_____ **Thursday Special Performance – once a month from 5:45-7:45 p.m.**

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. This is a great opportunity for volunteers who have limited availability and can only work once a month.

_____ **Homework Help – Mondays (weekly) from 3:30-5:30 p.m. (open to volunteers in high school)**

The Homework Help Center is a drop-in after school program designed to offer homework help to students in K-8th grade. As a volunteer, you will help students with homework and assignments. Subjects you may help with include math problems, language arts, social studies, and other subject specific assignments.

Mandatory completion of the supplemental questionnaire and materials is required to be considered for this assignment.

_____ **Tween Book Club –one Tuesday a month from 6:00-8:00 p.m. (open to volunteers in high school)**

At this monthly book discussion group for 4th-8th grade students, volunteers will have read a specific book and will actively participate in the book discussion. Volunteers will set up, clean up, and assist during this program. This is a great opportunity for mature volunteers who have limited availability and can only work once a month. Service credit will be given for reading the book prior to the program.

_____ **Tween Special Programs – one Thursday a month from 5:30-8:00 p.m. (open to volunteers in high school)**

Set up chairs, tables, and supplies in the community room. Volunteers will supervise tweens in 4th-8th grade and independently lead group activities. Volunteers put away tables, chairs, and supplies after the program. Willingness to help and work hands-on with tweens is a must. This is a great opportunity for mature volunteers who have limited availability and can only work once a month.

Yorba Linda Public Library, Children's Services School Year 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 dress appropriately: 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.)

_____ will not allow personal problems or conflicts to interfere with my job performance.

_____ will be **enthusiastic** about volunteering and **WILL HAVE A GREAT EXPERIENCE VOLUNTEERING!**

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. I have reviewed the application and understand that the participant is committed to a regular schedule and a minimum of 20 hours of service to the library. After the 20-hour commitment, volunteers may re-apply to be considered for more service hours or placed in the volunteer queue.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Printed Name _____

Parent/Guardian's Phone Number (Day) _____ Evening Phone _____

Contact in case of emergency (if different from parent/guardian listed above):

Name _____ Relationship _____

Phone Number (Day) _____ Evening Phone _____

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 17, 2019, unless sooner revoked in writing to the City of Yorba Linda.

Dated

Signature of Parent

Signature of Legal Guardian



2017/2018 Homework Help Volunteer Supplemental Questionnaire

Thank you for your interest in becoming a Homework Help Volunteer. Benefits of participating as a Homework Help Volunteer include building college or employment resumes, receiving community service credit, learning new skills, meeting new people, and most importantly, contributing to the success for the children you help!

About Homework Help Service

Homework Help is a drop-in after school program designed to offer homework help to students in kindergarten through eighth grade. Homework Help Volunteers would volunteer on Mondays from 3:30-5:30 p.m. As a volunteer you will help students with their homework and assignments. Subjects you may be asked to help with include math, language arts, social studies, and other subject specific assignments.

Eligibility/Requirements for Homework Help Volunteers

Students interested in volunteering must be in high school during the 2017/2018 school year and maintain an overall GPA of 3.5 or higher. In addition to having a solid academic background, personal qualities are very important. These include patience, ingenuity, confidentiality, enjoyment working with children, and the ability to engage in a meaningful and articulate way with students.

Submission Process

In order to give your application full consideration, please submit:

- ❖ A Children's Service's Volunteer Application
- ❖ This Supplemental Questionnaire
- ❖ Recommendation Form
- ❖ Copy of Most Recent Report Card

There are a limited number of Homework Help positions available. Applications will be reviewed by the volunteer coordinators and applicants will be evaluated based on his/her responses on the application and supplemental questionnaire, the personal statement and the recommendation form. Volunteers will be asked to demonstrate his/her abilities during an interview. Limited positions will be offered to high school students who best meet the needs and requirements for a successful homework help service.

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



Recommendation Form for Homework Help Volunteer

Applicant: Complete the top portion before giving this form to the person recommending you.

Applicant's Name: _____

Name and title of person completing form: _____

How long and in what capacity has this person known you? _____

The person making the recommendation should return this completed form to the applicant in a sealed and signed envelope or mail it to: Homework Help Coordinator • 18181 Imperial Hwy • Yorba Linda, CA 92886

.....
To the person making the recommendation: This student is applying for a volunteer position at the Yorba Linda Public Library assisting with Homework Help. Applicants should be able to guide and provide homework help assistance to students in kindergarten through 8th grade. This position requires applicants to be responsible, academically successful, patient, and able to communicate well with students, and staff members. Based on your knowledge of the applicant, please evaluate the applicant by providing your honest opinion below. This form is confidential.

	Superior	Above Average	Average	Below Average	No Basis for Rating
Academic Performance					
Ability to listen and express ideas effectively					
Is kind, cooperative, and patient					
Gets along well with others					
Is mature, responsible, and self-motivated					
Demonstrates sensitivity and ability to work with people from diverse backgrounds					

In your opinion, would you recommend this student as a Homework Help Volunteer? Why?

Please add any additional comments that would be valuable in evaluating this applicant. Feel free to attach additional pages.

Signature: _____ Date: _____

Phone number/email if follow-up is needed: _____