

Yorba Linda Public Library

Children's Services 2018/2019 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 13th on a first come first placed basis. Assignments are based on experience, volunteer interview, and availability.

Requirements

Students must be in 6th through 12th grade during the 2018/2019 school year. Volunteers are scheduled to work a set schedule. A 20-hour commitment is required. After the 20-hour commitment volunteers may resign, 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
2018/2019 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 (2018/2019 school year): _____ GRADE (2018/2019 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 7 choices below, indicate your top 2 preferences on the blank line by writing 1st and 2nd.
Training dates/information and volunteer schedule will be given upon job placement.

_____ **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.

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

Set up and clean up supplies for Discovery Club, an afterschool program for Preppy-K (Transitional Kindergarten) through 1st grade. Help supervise children, participate in skits, puppet shows, songs, fingerplays, and S.T.E.A.M. activities. **Enthusiastic participation** in fingerplays, action rhymes, songs, and puppet shows is mandatory. **Volunteers will be informally interviewed and may be asked to audition.**

_____ **After School Adventure – Thursdays (weekly) from 3:00-5:00 p.m.**

Set up tables and supplies for After School Adventure, an afterschool program for 2nd-4th grade students. Help supervise children, participate in songs, action rhymes, and S.T.E.A.M. activities. Volunteers also put away all tables, chairs, and supplies. **Enthusiastic participation** in songs and action rhymes is mandatory. Volunteers may be asked to participate in puppet shows and lead group activities. **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.

_____ **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 actively participate in the book discussion and assist with special games and activities. Volunteers will set up, clean up, and assist during this program. This is a great opportunity for well-read volunteers who have limited availability and can only work once a month. **Volunteers will be informally interviewed.**

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

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

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 resign, 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 15, 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 Parent

Signature of Legal Guardian