



YORBA LINDA PUBLIC LIBRARY 2019/2020 CHILDREN/TEEN VOLUNTEER APPLICATION

| |
|-----------------------------|
| For library use only |
| Date Rcvd _____ |
| Time Rcvd _____ |

Thank you for your interest in volunteering at the Yorba Linda Public Library. Volunteers enhance the library's ability to offer excellent service and programs for the community. The school year volunteer program provides positive and fun community service opportunities for students in grades 6 through 12. There are a limited number of volunteer positions available. Applicants are placed on a first come, first placed basis, and assignments are based on experience, volunteer interview, and availability. Please note that the volunteer program is not designed for individuals who must serve court-ordered community service.

Filling out this application does not guarantee service hours. Once the volunteer program becomes full, applicants are placed on a waiting list and will be contacted if a position becomes available. This application will remain on file until June 2020. Summer volunteers require a separate volunteer application.

Please fill out the following application with blue or black ink.

NAME: _____ EMAIL: _____

ADDRESS: _____ CITY: _____ ZIP CODE: _____

PRIMARY PHONE: _____ SECONDARY PHONE: _____

BIRTH DATE: ____/____/____ SCHOOL: _____ GRADE: _____

Please list/explain any health concerns the library should know about: _____

What special skills and/or experience (i.e. talents, hobbies, technology skills, etc.) do you think the library should know about? _____

Describe any experience you have volunteering/working in a library: _____

Explain why you would like to volunteer at the library: _____

Volunteers are scheduled to work a set schedule. A 20-hour commitment is required. Please mark your availability and time preferences with an X in the grid below:

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|--------|---------|-----------|----------|--------|----------|
| Morning | | | | | | |
| Afternoon | | | | | | |
| Evening | | | | | | |

Volunteer Contract

Write your initials on the line next to each requirement indicating that you have read and agree:

_____ I will adhere to the library volunteer dress code: Attire must be neat, free of holes, and clean in appearance. Clothing shall be appropriately modest and undergarments need to be concealed. Top wear must overlap the waistline. Inappropriate words or pictures are not to be displayed on clothing. If you are dressed inappropriately, you may be sent home to change and/or may not be able to volunteer for your shift.

_____ I will be punctual for volunteer shifts and I will give notice to library staff as soon as possible if a problem arises which would prevent me from attending my shift or performing my duties.

_____ I will show respect towards library staff, peers, and library patrons.

_____ I will complete the tasks assigned to me to the best of my ability and will let library staff know if there is a reason I cannot perform the assigned tasks.

_____ I will make efficient use of my time by seeking out ways in which I may help others after completion of my own responsibilities.

_____ I will provide the library with 2 weeks advance notice when resigning from my volunteer position.

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

1st violation: Warning and review of contract

2nd violation: Warning and 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 it.

Volunteer Signature _____ Date _____

Emergency Contact Information

Contact in case of emergency:

Name _____ Relationship _____

Primary Phone Number _____ Secondary Phone Number _____

As the Legal Guardian of the participant in the Yorba Linda Public Library Volunteer Program, I also adhere to this policy. 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.

Parent/Guardian Printed Name _____ Phone Number _____

Parent/Guardian Signature _____ Date _____

CITY OF YORBA LINDA
Yorba Linda Public Library

AUTHORIZATION TO CONSENT TO TREATMENT OF MINOR

(I (We)), the undersigned, parents 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 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 2020, unless sooner revoked in writing to the City of Yorba Linda.

Parent/Guardian Printed Name _____ Date _____

Parent/Guardian Signature _____

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.

Parent/Guardian Printed Name _____ Date _____

Parent/Guardian Signature _____

Volunteer Opportunities

Please indicate your top 2 preferences on the blank line by writing 1st and 2nd. Training dates, volunteer schedule, and more information will be given upon job placement. **Volunteers may be informally interviewed and may be asked to audition for certain positions.**

_____ **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 stay on task and work independently.

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

Volunteers set up, assist, and clean up for Discovery Club, an afterschool program for ages 5 - 1st grade students. Volunteers 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.

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

Volunteers set up, assist, and clean up for After School Adventure, an afterschool program for 2nd - 4th grade students. Volunteers help supervise children, assist with S.T.E.A.M. activities, games, as well as arts and crafts. Volunteers may be asked to participate in puppet shows. Volunteers must be comfortable independently leading and supervising group activities.

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

Volunteers set up, assist library staff with storytelling, and clean up for Family Storytime, a program for all ages. Enthusiastic participation in fingerplays, action rhymes, songs, puppet shows, etc. is mandatory.

_____ **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.

_____ **Club 4₂8 Book Club – one Tuesday a month from 6:00-8:00 p.m. (high school volunteers only)**

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.

_____ **Club 4₂8 Programs – one Thursday a month from 5:30-8:00 p.m. (high school volunteers only)**

Volunteers will supervise students 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 is a must. This is a great opportunity for volunteers who have limited availability and can only work once a month.