



Teen 2024 Volunteer Information

Objectives of the Program:

As part of our service to teens, the Bloomfield Township Public Library (BTPL) provides teens the opportunity to earn community service hours through volunteer work. Allowing teens the opportunity to volunteer is mutually beneficial to the teen, the community and BTPL. Volunteering gives teens the opportunity to acquire valuable experience in their community and earn service hours for any program that requires volunteering. In addition, teen volunteers **help** the Library accomplish a lot of basic tasks and engage in successful library programming.

Application Process for Teen 2024 Volunteers:

To be eligible, teens must be ages 14 – 18 years and will be attending high school in Fall 2024. Eligible teens must reside in the Bloomfield Township Public Library service area or be enrolled in Bloomfield Hills Public Schools. Both the teen volunteer and a parent/legal guardian must sign the application form. You can ask at the Youth or Adult and Teen Services Desk for an application or download it here: www.btpl.org/youth/whats-new.

People 18 and older, who have graduated from high school, can learn more about volunteering here: btpl.org/employment-volunteer.

Teen Volunteer Commitment:

- They will follow the basic policies and rules of the Bloomfield Township Public Library.
- They will represent the Bloomfield Township Public Library in a professional manner.
- Dress in a clean, presentable manner. Wear what you want: shorts, sneakers, tees are all acceptable but please make sure you look neat and are ready to interact with the public!
- Arrange volunteer hours in advance with Teen Volunteer Coordinator, Lauren Catoni-Ellis.
- Arrive promptly or call-in advance to reschedule.
- Email will be our primary means of communication. If the teen does not have a non-school email, ask a parent or guardian if they will provide their email address as the primary way that notifications, changes, schedule updates will be communicated. **Note:** some school systems block outside users from emailing students for their protection.
- Will be responsible for arranging transportation to and from the library at the beginning and end of all shifts.

Teen Volunteer Jobs:

Assist in Youth Programming: set-up, clean-up, interact with kids and their families.
Use the die-cut machine.
Cut scrap paper.
Sharpen pencils.
Prep crafts.
Shelf-read (verifying books are in order)
Dust and organize.
Other duties that may arise.

Signing In and Recording Hours:

The Youth Services Teen Coordinator will monitor hours, maintain contact, and sign any paperwork needed for schools or organizations to receive community service credit. If the coordinator is not available during your volunteer shift, another staff member will be aware of your schedule and will make sure you have clear instructions to complete your assigned task successfully.
Upon arrival Teen Volunteers should sign into the Teen Volunteer notebook located at the Youth Services Desk. Teens MUST also sign out to accurately reflect the number of hours volunteered.

*Teen volunteers who fail to show up for their pre-set volunteer hours without notifying staff by phone or email will be reconsidered for the program after the second time.

Cell Phone Use:

While signed in for volunteer hours, teens should set their phones to vibrate. Texting is not permitted, generally, but we understand if you need to communicate with parents, family, friends about pick-up or other things that can't wait until after your volunteer hours. We need teens to be focused on successfully completing their tasks and professionally engaging with patrons if the task permits. If a parent needs to contact a teen in case of an emergency and they can't via the teen's phone, they may call the front desk and ask to be transferred to the Youth Services Department.

Reporting an Issue:

Should an issue arise with any teen volunteer, please contact Lauren Catoni-Ellis. We want our volunteers to know that they are valued and that we appreciate the time commitment they have made to the Library. We will work on any issues that volunteers may have as expediently as possible.

Contact Information:

If you need to change your schedule within 48 hours of a scheduled shift please email both catonila@btpl.org and askyouth@btpl.org. You can also call the library's main number: 248-642-5800 and ask for the Youth Services Department.

If you have any questions, scheduling requests beyond 48 hours please just email catonila@btpl.org

1st Point of Contact

Lauren Catoni-Ellis – Teen Volunteer Coordinator
Youth Services Assistant Department Head
Email: catonila@btpl.org
Work Phone: 248-642-5800 x237



Teen 2024 Volunteer Agreement

Please keep the previous pages for your reference and turn in this page only.

I, _____ agree to serve as a volunteer for Bloomfield Township Public Library.

As a volunteer, I agree to do the following:

Complete assignments to the best of my ability.

Maintain confidentiality of information.

Dress appropriately. Volunteers may wear any type of pants, shorts, and T-shirts with no holes.

Contact the volunteer coordinator or other youth staff if I am unable to report at assigned time. If I miss two shifts and do not notify the library in advance, I will be reconsidered for the Teen Volunteer Program.

Observe all staff rules and policies.

Maintain a time record of hours that I volunteer.

The Library agrees to provide the following:

Adequate workspace and supplies

Supervision of my work

Evaluation of my performance on a regular basis

Training in Library procedures and policies

Time sheet for recording hours

Record of my volunteer time, which is available upon request (records will be kept for at least 5 years)

I will contact Lauren Catoni-Ellis through email catonila@btpl.org or phone 248-642-5800 in advance if I am unable to come in as scheduled and there is over 48 hours to the scheduled shift. If it is within 48 hours, I will email catonila@btpl.org and askyouth@btpl.org.

Teen Volunteer Signature _____ **Date** _____

Parental Permission Form:

I understand that my child, _____, wishes to volunteer at the Bloomfield Township Public Library. I consent on behalf of myself and my child to such volunteer service, and further agree as follows:

My child may volunteer to work as needed at the Bloomfield Township Public Library.

On behalf of myself and my child, I hereby expressly assume all risks which may result from or arise out of my child's participation in volunteer activities with the Bloomfield Township Public Library.

Parent/Guardian Signature _____ **Date** _____