TEEN VOLUNTEER APPLICATION
222 E. Eleven Mile Road, Royal Oak MI 48067
Teen Volunteer Coordinator: Emily Crosby emilycrosby@ropl.org or (248) 246-3716

Name ___________________________ Date ____________
(Last) ___________________________ (First)
Address __________________________ City __________ Zip __________

Phone __________________________ Email ______________________

Emergency Contact __________________________ Phone __________________________

Positions Available (Put a check mark where you would like to volunteer)

___ Youth services program helper     ___ Summer Readers’ Fair
___ Youth services program prep      ___ Summer Reading Book Distribution
___ Youth services shelf reading     ___ Summer Reading Book Distribution
___ Summer Reading craft prep        ___ Used book sale (March)
___ Summer Reading Opening Day       ___ Butterfly garden (seasonal)

Parental Permission:
• You must be at least 14 years old to volunteer for the library and have a valid work permit from your school.

If you are under 18, please have a parent guardian sign the following:
I (print), __________________________, parent legal guardian, grant permission for (print) __________________________ to volunteer at the Royal Oak Public Library.

__ __________________________   __________________   _______________
Parent/Legal Guardian signature                  Phone                             Date

________________________________
Parent/Legal Guardian Email

Please return this form to the circulation desk. Someone will contact you soon. Thank you for your interest in volunteering at Royal Oak Public Library!

LIBRARY USE ONLY

Date received: __________________________ Date contacted: __________________________

Application copied, routed to:
____________________________________________________

Notes:

Revised 3/2019 EE
Teen Volunteer Position Descriptions

**Youth Services program helper:** Assist the librarian with program set up, helping with crafts and projects, and cleanup of special youth programs.

**Youth Services program prep:** Prepare crafts for youth programs. Tasks may include scissor cutting, Ellison die cut, cleaning toys, and more.

**Youth Services Shelf Reading:** Shelf reading is required to maintain the proper order within the collections. Generally the nonfiction collections require more shelf reading attention.

**Summer Reading Program Opening Day:** Staff the craft tables outside on the library lawn for Summer Reading opening day. SR opening day is usually scheduled on the second Saturday in June. Two-hour shifts are available from 10:00 AM to 2:00 PM.

**Youth Summer Reading Program - June and July:** Prepare crafts for and assist with youth programs.

**Summer Readers’ Fair:** Scheduled in the last week of July. Assist with children’s carnival-type games on the library lawn. Help clean up and stay for pizza after the fair.

**Summer Reading Book Distribution:** Help with the free book distribution during the last week of July and first week of August. Daily two-hour shifts available from 10:00 AM to 8:00 PM for the two weeks.

**Used book sale:** Assist with setup, restocking, and packing up of the March book sale. Positions available through the week in coordination with the Friends of the Library.

**Butterfly garden (seasonal):** Weeding, help with planting, general garden maintenance.

Volunteer openings may vary based on the needs of the library. Filling out an application does not guarantee placement as a volunteer. Teen volunteers work in the youth services department and/or teen area.