Teen Volunteer

Children's Programming Volunteer Guidelines

Scheduling:

Teens will fill out an application and use a SignUp Genius to sign up for the sessions they'd like to help with. Please limit sign ups to 3 sessions to give others the opportunity to volunteer. You may return your completed application at any time to the library front desk or bring it with you to your first volunteer shift.

If you cannot make your scheduled shift please remove your name from the SignUp Genius. If it is within 48 hours of your shift, please remove your name AND call the library (908-665-0311) and speak to or leave a message for the FRONT DESK.

Failure to show up to two shifts without proper notice will result in being taken off the schedule for future shifts.

Children's Programming Volunteer Duties:

You are expected to follow directions from the staff member running the program, be attentive to the patrons who are participating, and help clean up once patrons leave.

When you come to volunteer:

1. Sign in in the Teen Volunteer binder and put on a "Teen Volunteer" lanyard
2. Check in with the Children's librarian for instruction
3. You are expected to follow directions from the staff member running the program, be attentive to the patrons who are participating, and help clean up once patrons leave.
4. After your shift, sign out in the Teen Volunteer binder and return lanyard