



2014
Summer Youth
VOLUNTEER APPLICATION PACKET



KEEP THIS PAGE FOR YOUR RECORDS!

Dear Youth Volunteer Applicant:

Thank you for your interest in the Summer Youth Volunteer Program at the Austin Public Library. We are looking forward to another exciting summer together. In order to participate in this program, you must:

1. **Be 13-17 years old.** You may be 18-22 years of age if you are enrolled in high school for Fall 2014 OR if this is the summer immediately following your Spring 2014 high school graduation.
2. **Be 13 years of age by April 1, 2014.**
3. **Complete a Summer Youth Volunteer Application.**
4. **Complete an interview with the Volunteer Coordinator in early April.**
5. **Complete a successful background investigation.**
6. **Attend mandatory training on June 9 or 10, 2014.**
7. **Commit to volunteering 1-2 days per week for 4 hours per week during our program season from June 16-August 3, 2014.**

We receive more applications than we have placements. Completing this application and attending an interview does not guarantee a placement. You may return the application to Volunteer Services by:

1. Emailing the completed application as an attachment to Deborah.Scharven@austintexas.gov.
2. Mailing the completed application to:
Volunteer Services
PO Box 2287
Austin, TX 78768-2287

Applications will be accepted from March 1-March 31, 2014. **Applications must be received by Monday, March 31, 2014 at 5 pm.** Applications received after this deadline will not be accepted. A confirmation letter and interview date will be sent within 7-10 days of application receipt. If you have any questions, please feel free to contact me.

Deborah Scharven, Volunteer Coordinator
512-974-7443/Texas Relay 711
Deborah.Scharven@austintexas.gov



2014 Summer Youth VOLUNTEER APPLICATION



Volunteer Services • PO Box 2287 • Austin, TX 78768-2287 • TEL: 512-974-7443
• EMAIL: Deborah.Scharven@austintexas.gov

The City of Austin is committed to compliance with the Americans with Disabilities Act. Reasonable modifications will be provided upon request. For assistance please call (512) 974-7400 or contact the Volunteer Services Coordinator at 512-974-7443.

PERSONAL INFORMATION

Do you require a reasonable accommodation in order to participate in our volunteer program?

- No Yes--**Complete an Accommodation Request Form**

Are you wishing to fulfill an educational or community service requirement with your volunteer assignment?

- No Yes--**Complete a Community Service Request Form**

Name _____ Date of Birth ____/____/____
must be 13 years old by April 1, 2014

Address _____ City _____

State _____ Zip _____ Email _____

Home Phone _____ Cell Phone _____

T-shirt size (adult sizes only) Small Medium Large X-Large XX-Large

Parent/Guardian name _____ Relationship _____

Home Phone _____ Cell Phone _____

Email _____

Parent/Guardian name _____ Relationship _____

Home Phone _____ Cell Phone _____

Email _____

What school do you attend? _____ Grade completed in spring 2014 _____

Are you involved in any extra-curricular activities? Yes No

If yes, please list your activities.

VOLUNTEER PREFERENCES

The Summer Youth Volunteer Program runs **7 weeks from Monday, June 16 through Sunday, August 3, 2014**. Summer Youth Volunteers will work 1-2 days per week for 4 hours per week. Youth are expected to have no more than 2 absences during the summer. Mandatory orientation will be Monday, June 9 or Tuesday, June 10.

Do you have any commitments we should know about during these dates? Yes No

Camp—Dates: _____

Vacation—Dates: _____

Other (list)—_____ Dates: _____

Check ALL the days and times you are available to volunteer between June 16 and August 3, 2014							
	<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
10am-12pm							
12pm-2pm							
2pm-4pm							
4pm-6pm							
6pm-8pm							

Please list your preferred library locations in order of preference for a volunteer assignment. Refer to our website at library.austintexas.gov/locations for detailed branch information and maps.

1. _____ 2. _____ 3. _____ 4. _____

Interviews will be held at the beginning of April and will last approximately fifteen to thirty minutes. Dress is casual and clean. Please indicate the <u>top three days/times</u> you are available and we will confirm the date, time, and location by contacting you 7-10 days after the application is handed in.							
	<i>Monday, April 7</i>	<i>Tuesday, April 8</i>	<i>Wednesday, April 9</i>	<i>Thursday, April 10</i>	<i>Tuesday, April 15</i>	<i>Wednesday, April 16</i>	<i>Thursday, April 17</i>
	East location	West location	South location	North location	East location	South location	North location
3:30pm							
4pm							
4:30p							
5pm							
5:30pm							
6pm							
6:30pm							
7pm							
7:30pm							
8pm							

If you are accepted into the program, which **MANDATORY** orientation and training session will you be able to attend?

- Monday, June 9: Tentatively scheduled 1pm-4pm at a South/East location
- Tuesday, June 10: Tentatively scheduled for 1pm-4pm at a North/West location

VOLUNTEER EXPERIENCES

Have you volunteered previously with other organizations? Yes No

If yes, please list where you have volunteered, your title, and your basic duties.

Have you ever volunteered or worked in a library before? Yes No

If yes, please list where you have volunteered, your title, and describe your duties.

VOLUNTEER INTERESTS AND SKILLS

What is your favorite thing about the Austin Public Library?

Have you participated in Austin Public Library programs? Yes No

If yes, please check which programs you have participated in the last year?

Summer Youth Volunteer Program Movie Nights Craft programs Activity Clubs

Summer Reading Program Gaming Tournaments Other _____

What do you hope to gain from your volunteer experience?

Please describe any interests, skills, activities, or hobbies you have that may help us match you with the best volunteer assignment? (For example: foreign language, music, organizational skills, theatre, computers, photography, etc.)

**Please number the items you would be interested in volunteering for in the order of interest.
(Most interested =1, least interested = 6)**

Marking an interest does not guarantee this will be part of your duties.

___ Shelving books and materials

___ Helping customers with computer questions

___ Clerical duties (filing, copying, etc.)

___ Helping children and teens

___ Helping with programs (materials prep, set up/take down, taking attendance, etc.)

___ Other: Please describe what you would like to do.

REFERENCES AND BACKGROUND

Please list two people who are not relatives and know about your abilities and knowledge.

Reference #1 _____ Phone _____ Relationship _____

Reference #2 _____ Phone _____ Relationship _____

Have you ever been convicted of a crime that has not been expunged or pardoned, other than a minor traffic violation (including as a minor)? No Yes

Note: A conviction will not necessarily preclude your volunteering with the Austin Public Library. Most volunteer positions will require a criminal background investigation. The library does not accept volunteers with the following offenses: felonies, violent crime (felony or misdemeanor), crimes against children, or theft (felony or misdemeanor).

CONSENT

I certify that the answers contained in this application are true and complete to the best of my knowledge. I understand any false statement or omissions may result in immediate release. My volunteer service is conditional upon completion of the application process and criminal background investigation. I understand that submission of an application does not guarantee a placement. If a placement is found, I understand I will not be entitled to compensation for any service I provide.

Signature _____

Date _____

Printed Name _____

PARENT/GUARDIAN CONSENT (ADDITIONAL FOR THOSE 13-17 YEARS OLD)

By signing below I represent that I am a parent or legal guardian of the above applicant and give permission for he/she to volunteer at the Austin Public Library for a maximum of _____ hours per week.

Signature _____

Date _____

Printed Name _____

Relationship _____