

## 2016 Spring Youth Volunteer Application Instructions

Volunteer Services | P.O. Box 2287, Austin, TX 78768-2287 | 512-974-7443 or Relay Texas 711 | APL.Volunteers@austintexas.gov

### Keep this page for your records!

Dear Youth Volunteer Applicant:

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

1. **Be 13-17 years old by November 1, 2015.** Those 17 years of age may also apply to volunteer through our adult volunteer program.
2. **Complete a Fall Youth Volunteer Application.** Applications will only be accepted November 1-30, 2015.
3. **Complete an interview with the Volunteer Coordinator in early December.**
4. **Complete a successful background investigation.**
5. **Attend mandatory training on either Saturday, January 23 or Saturday, January 30, 2016.**
6. **Commit to volunteering 1 day per week for 1-2 hours per week during our 10 week program season from February-May.** Volunteers may have no more than 2 absences.

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 a PDF attachment to: APL.Volunteers@austintexas.gov. Applications are set up so you may type directly into the form. You do not need to print or scan the form in order to email it. We are unable to accept applications in other formats at this time.
2. Mailing the completed application to:  
Austin Public Library  
Volunteer Services  
PO Box 2287  
Austin, TX 78768-2287

Applications will be accepted during the open period ONLY. **Applications must be received in the Volunteer Services Office no later than 5 PM on Monday, November 30, 2015.** 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.

Respectfully,

Deborah Scharven, Volunteer Coordinator  
512-974-7443 or Relay Texas 711  
APL.Volunteers@austintexas.gov  
library.austintexas.gov/volunteer/youth

