



# 2016 Spring Youth Volunteer Application

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

## PERSONAL INFORMATION

Name \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
**Must be 13 years old by November 1, 2015**

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 \_\_\_\_\_

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**

What school do you attend? \_\_\_\_\_

What grade are you currently in? \_\_\_\_\_

Do you have any commitments during the week we should know about?  Yes  No

School Activities (day and time of week):

Extracurricular (day and time of week):

Other (day and time of week):

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### VOLUNTEER PREFERENCES

The Fall Youth Volunteer Program runs **10 weeks from February-May 2016**. Fall Youth Volunteers will work 1 day per week for 1-2 hours per week. Youth are expected to have **no more than 2 absences** during the Fall. Mandatory orientation will be either Saturday, January 23 or Saturday, January 30, 2016.

The Youth Volunteer Program traditionally places volunteers Monday through Friday between 10 AM - 6 PM. There are no opportunities available on weekends or after 6 PM.

<i>Please mark ALL days and times you are available to volunteer WHEN SCHOOL IS IN SESSION.</i>							
	<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
10am-12pm							
11am-1pm							
12pm-2pm							
1pm-3pm							
2pm-4pm							
3pm-5pm							
4pm-6pm							

Please list your preferred library locations in order of preference for a volunteer assignment. Refer to the webpage at [library.austintexas.gov/locations](http://library.austintexas.gov/locations) for detailed branch information and maps. Locations available for this program vary each session.

- 1.
- 2.
- 3.
- 4.

Interviews will be held at the beginning of December and will last approximately twenty to thirty minutes. Dress is business casual and clean. Please indicate the <b>top three days/times</b> 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, December 7</i>	<i>Tuesday, December 8</i>	<i>Wednesday, December 9</i>	<i>Thursday, December 10</i>
Interview location	Windsor Park	Howson	Terrazas	Pleasant Hill
4:30pm				
5pm				
5:30pm				
6pm				
6:30pm				
7pm				
7:30pm				
8pm				
8:30pm				

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

- Saturday, January 23: Tentatively scheduled for 10:30am-12:30pm at Old Quarry Branch
- Saturday, January 30: Tentatively scheduled for 10:30am-12:30pm at Twin Oaks Branch

**Please check all the volunteer assignments that interest you. Assignments are not available at all times or at all locations. Marking an interest does not guarantee this will be part of your duties.**

- |   |   |
|---|---|
| <input type="checkbox"/> Teen Advisory Group  | <input type="checkbox"/> Re-shelving books and materials        |
| <input type="checkbox"/> Work with youth  | <input type="checkbox"/> Develop and help lead program          |
| <input type="checkbox"/> Work with teens  | <input type="checkbox"/> Create and lead crafts program         |
| <input type="checkbox"/> Work with adults   | <input type="checkbox"/> Help with Chess Club                   |
| <input type="checkbox"/> Help with gaming programs  | <input type="checkbox"/> Help customers with computer questions |
| <input type="checkbox"/> Help update the website at the central library                   | <input type="checkbox"/> Create displays, flyers, or worksheets |
| <input type="checkbox"/> Sort books and materials at Recycled Reads                       | <input type="checkbox"/> Write book reviews and articles        |
| <input type="checkbox"/> Create recycled crafts at Recycled Reads                         | <input type="checkbox"/> Perform in a Theater Troupe            |
| <input type="checkbox"/> Organize and file archives at the Austin History Center          | <input type="checkbox"/> Organize, research, and file           |
| <input type="checkbox"/> Create an assignment. Please describe what you would like to do. |   |

### VOLUNTEER EXPERIENCES

Have you volunteered previously with other organizations?  Yes  No

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

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### VOLUNTEER INTERESTS AND SKILLS

What do you hope to gain from your volunteer experience?

What is your favorite thing about the Austin Public Library? What is your least favorite thing?

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

Have you participated in Austin Public Library programs?  Yes  No

If yes, please list which programs you have participated in the last two years.

What traits or skills do you have that will make you a great Austin Public Library volunteer?

#### Please check all skills you have experience with:

- |   |   |
|---|---|
| <input type="checkbox"/> Arts and crafts/sewing   | <input type="checkbox"/> Teaching/leading/working with groups with adults |
| <input type="checkbox"/> Gaming   | <input type="checkbox"/> Teaching/leading/working with groups with teens  |
| <input type="checkbox"/> Program/event planning and staging                               | <input type="checkbox"/> Teaching/leading/working with groups with youth  |
| <input type="checkbox"/> Organizing   | <input type="checkbox"/> Knowledge/work with historical materials         |
| <input type="checkbox"/> Writing/editing articles   | <input type="checkbox"/> Photography                                      |
| <input type="checkbox"/> Art/graphic design   | <input type="checkbox"/> Videography/editing                              |
| <input type="checkbox"/> Theatre/performing/public speaking                               | <input type="checkbox"/> Online research databases/Library Catalog        |
| <input type="checkbox"/> Internet   | <input type="checkbox"/> Website Design/HTML/CSS/Drupal                   |
| <input type="checkbox"/> Computers  | <input type="checkbox"/> Microsoft Office 2010 or later:                  |
| <input type="checkbox"/> PCs  | <input type="checkbox"/> Word <input type="checkbox"/> Publisher          |
| <input type="checkbox"/> Macs   | <input type="checkbox"/> Excel <input type="checkbox"/> Access            |
| <input type="checkbox"/> Portable Devices (tablets, e-readers, etc.)                      |   |
| <input type="checkbox"/> List any foreign language(s) (including sign language) that you: |   |
| Speak fluently?   | Read fluently?  |
|   | Write fluently?   |

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### REFERENCES

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

Reference \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Reference \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### 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 a successful 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.

Date \_\_\_\_\_

Signature \_\_\_\_\_

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 10 hours per week.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Relationship \_\_\_\_\_

