



Belleville Public Library Teen Volunteer Program

The library can accommodate a limited number of teens in our Teen Volunteer Program. Due to high demand, the Library is unable to accept every student who applies.

Eligibility

- Volunteers must be in high school and be between the ages of 13 and 18.
- Volunteers must complete an emergency contact form.

Entering the Teen Volunteer Program

- Volunteers must complete a group training session and an individual training session (group training is held twice a year, in the fall and spring).
- If a teen does not complete an individual training session within 1 month of the group training session, they will be removed from the Teen Volunteer Program and must apply to the program again the next time a group training session is offered.
- After a probationary period of 2 months (probationary period begins the day after the individual training session), each new volunteer must complete a minimum of 2 shifts. At completion of the 2 shifts, library staff will evaluate the volunteer on a pass/ fail basis, based on a set of required skills (see page 2).
- If a teen fails the assessment, they are welcome to reapply and attend a group training session in the future.
- If a teen does not complete at least 2 volunteer shifts before the probationary period ends, they will be removed from the Teen Volunteer Program and must apply to the program again the next time a group training session is offered.
- If 6 months have elapsed without a volunteer shift, the volunteer will be removed from the Teen Volunteer Program and must apply to the program again the next time a group training session is offered.

Volunteer shifts and scheduling

- Teens must email staff to schedule volunteer shifts, at least 2 business days in advance.
- No-shows and frequent shift cancellations may result in removal from the Teen Volunteer Program.



Volunteer shifts and scheduling continued

- Volunteer shifts take place during the library's open hours, Monday to Saturday. There will be no volunteer shifts on Sundays.
- Each shift is 1 to 2 hours in length. No shift will be longer than 2 hours.
- Teens may volunteer for up to 2 shifts per week.
- The library can accommodate no more than 2 teens volunteering on the same day, with the potential exception of advent book wrapping in November.

Required skills

At completion of the 2-month probationary period, teens must demonstrate the skills below. Inability to demonstrate any of the below skills may result in discharge from the Teen Volunteer Program.

- Timeliness and reliability
- Clear and professional communication with staff over email regarding scheduling, confirming, or changing shifts
- Ability to follow directions and stay on task
- Ability to shelf read Junior Fiction accurately
- Ability to shelf read Junior Graphic Novels accurately
- Ability to shelf straighten neatly