

Everett Public Libraries Guidelines for Young Adult Volunteers

Volunteer Mission Statement

To embody the library's values of service, access, and lifelong learning by volunteering our time and talents to help maintain the library as a vital resource for everyone in the community.

Qualifications for Volunteers:

- Students ages 14 and up.
- Must live in or attend school in Everett.
- Ability to work independently and follow instructions.
- Must be able to lift up to 20 lbs.

Expectations of Volunteers:

- Must be able to commit to at least 2 hours of service per week.
- Able to commit to your assigned volunteer hours.
- Treat this opportunity like a job - on time, communicate absence or lateness.
- Uphold the mission statement.
- Must complete an exit interview following completion of volunteer service in order to receive confirmation of your hours of service.

Application Process:

- Applications may be submitted for the Spring semester (January-May), Summer Break (June-August), or the Fall semester (September-December).
 - Applications for the Spring semester must be submitted by December 31st.
 - Applications for Summer break must be submitted by May 31st.
 - Applications for the Fall semester must be submitted by August 31st.
- Following the deadline, you may be contacted for an interview. Interviews will be conducted in person at either the Parlin Memorial Library or Shute Memorial Library, depending on which location you submitted your application.
- Accepted volunteers will begin service following the completion of the interview process.
- Volunteers will be required to fill out a new application for the next semester to continue their service, but will not be required to re-interview for consecutive semesters.
 - Any volunteer that discontinues their service and is interested in volunteering again will be required to submit a new application and interview again.

Guidelines:

- Arrive at your assigned time at your assigned library. You are expected to start your volunteer service at your scheduled start time.
 - If you are going to be late, please call the library directly to notify the front desk.
 - If you know ahead of time that you will not be able to make it for your assigned shift, email us as soon as possible to notify of your absence. Please directly email your volunteer supervisor based on which program you are a volunteer for.
 - Please note that more than two excused absences from volunteer shifts per month may result in dismissal from the Everett Public Libraries Volunteer Program. Any more than two unexcused absences will result in immediate dismissal from the program.
- Sign in on the Volunteer timesheet with your assigned hours for that date. You should expect to only receive hours for the assigned hours you are scheduled.
- Collect your volunteer lanyard at the start of your volunteer shift. You are expected to wear your lanyard at all times while volunteering.

- Check in with your volunteer supervisor when you come in. If they are not available, check in with another staff member at the Adult Circulation desk of the library.
- You are expected to stay for the duration of your assigned shift. If for any reason you need to leave before your shift is over, get with your volunteer supervisor directly.
- Return your volunteer lanyard at the end of your volunteer shift.
- Please contact your volunteer supervisor two weeks in advance if you would like to receive confirmation of your hours of community service.
- Always contact your volunteer supervisor through email or phone with questions or concerns.
 - Emails:
 - Victoria: iannuzzi@noblenet.org
 - Valerie: vterenzi@noblenet.org
 - Phone:
 - Parlin Memorial Library: 617-394-2300 (Children's: 2306)
 - Shute Memorial Library: 617-394-2308 (Children's: 5008)

Rules

- Cell phones are allowed to remain with you, but may not be used for personal reasons while working.
 - If you are caught using your phone for personal reasons while working by a library staff member, you will receive 2 warnings. The third occurrence will result in dismissal from the volunteer program.
- Eating is not allowed in the carpeted parts of the library. Drinks must be in sealed containers.
- If you encounter a library patron in need of assistance, please direct them to the appropriate Circulation Desk.
- If you see any patrons breaking any library rules, please notify a staff member immediately.
- If you are ever uncomfortable at all, ask a staff member for help.
- Please respect patron privacy while in the library. This includes but is not limited to:
 - No taking photos of patrons
 - No commentary on patron activities, reading materials, or computer usage
- While volunteering, you are a representative of the Everett Public Libraries. Please dress and act appropriately.
 - Must wear closed-toe shoes
 - No ripped jeans
 - No crop tops or spaghetti straps
 - No sportswear
 - No pajama pants
- You are performing an important service for our community. Take pride in your contributions and have fun! You are also encouraged to ask questions and learn more about the library.

By signing this document I am agreeing that I have read and understand the terms for being a Young Adult Volunteer with the Everett Public Libraries:

Name (Printed)

Signature

Date