Buckeye Public Library System

# Teen Volunteer Application

**Ages 14 -17 years of age**

**Use black or blue colored ink to complete application**

**REGISTER FOR NEW VOLUNTEER ORIENTATION AT LIBRARY@BUCKEYEAZ.GOV**

First Name | Middle Initial | Last Name

Current Address | City | State | Zip Code

Home Telephone | Cell Telephone | Volunteer's Email Address

Name of Parent/Guardian | Parent/Guardian Cell Telephone | Parent/Guardian Email Address

School Name | School's Telephone Number

Education/Special Training | Highest Grade Level Completed

Are you 14 -17 years of age today? ❑ Yes ❑ No

Reference Letter to be included with your application: Attached a letter of professional recommendation from a current teacher or community member. Letters should speak to your ethics, reliability, character, attitude and interest in the Buckeye community. Do not include letters from relatives or employees of the Buckeye Public Library System. Letters must include the name and address of the author and be dated and signed.

Are you required to volunteer? If yes, please explain. _____

What skills and interest do you have to contribute to the Buckeye Public Library System? _____

What attracted you to this volunteer program? Is there an aspect within the program that motivates you to be part of this program? _____

Fluent in English? ❑ Yes ❑ No Fluent in Spanish? ❑ Yes ❑ No Other Languages? _____

**Volunteer Experience:** List most recent service positions. If none, write none in below spaces.

Position: _____ Position: _____

Agency: _____ Agency: _____

Dates: _____ Dates: _____

Tasks Performed: _____ Tasks Performed: _____

**Duration of Volunteer Services**

One Time: ❑ 1-3 months: ❑ More than 3 months: ❑ Summer Months Only: ❑

**Transportation**

Do you have reliable transportation to your volunteer assignment? ❑ Yes ❑ No

**Volunteer Menu of Opportunities: How Do You Want To Connect and Contribute?**

Place a checkmark in the line next to each of the volunteer positions that match your skills and interests.

____Shelving library materials

____Assist with children's programs

____Assist with outreach events

_____Miscellaneous clerical duties

_____Assist with school field trips at library

____Summer Volunteering for Students (June 1st thru August 1st )

____Buckeye Valley Museum volunteer (Fridays and/or Saturdays, September thru May, no less than 16 yrs of age to volunteer)

**Where do you prefer to volunteer?**

Please indicate your 1st, 2nd, and 3rd choice of locations to volunteer.

Downtown Library (310 N. 6th Street): _____

Coyote Branch (21699 W. Yuma Road): _____

Buckeye Valley Museum (116 E. Hwy 85) _____

**Please indicate with a checkmark the days and times you are available to volunteer**.

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| **Mornings** 10:00 a.m.- 12:00 p.m. | | | | | | |
| **Afternoons** 1:00 p.m. – 3:00 p.m. | | | | | | |
| **Mid-Afternoon** 2:00 p.m. – 4:00 p.m. | | | | | | |
| **Evenings** 5:00 p.m.-7:00 p.m. | | | | | | |

**Note: Hours and duties vary by location. We make every effort to place individuals in the position of their choice.**

**Reasonable Accommodation**

Participation in the Buckeye Public Library Volunteer Engagement Program requires constant interaction and communication with customers and Library Staff. Tasks and projects require volunteers to sit, stand, bend and/or lift for extended periods of time. Are you able to perform these tasks with or without reasonable accommodation?
❑ Yes ❑ No

**The Process/What to Expect**

Thank you for including us in your volunteer outreach. Bring your completed application and reference letter with you to the Volunteer Information Session that you will be attending. Do not mail or drop off your application. Attendance at the Volunteer Information Session is a requirement to apply to volunteer with the Buckeye Public Library System.

The Information Session is an introduction to volunteer opportunities with the Buckeye Public Library System. This general session will provide you with an opportunity to gain an understanding of how the Buckeye Public Library System is structured, how volunteers fit into that structure, to be briefed on policies and procedures and to ask any questions you may have. Attendance at the Information Session does not guarantee a position within the volunteer program or commit you in any way. When registering, include the date of the Information Session that you will be attending. Dates of the upcoming orientations are listed on the online calendar at www.buckeyeaz.gov/library.

For questions regarding the volunteer application process or for more information about the volunteer program, contact Krista Cornish at 623-349-6307 or kcornish@buckeyeaz.gov.