

Teen Volunteer Rules and Procedures

- Volunteers must be either Scotch Plains or Fanwood cardholders in grades 6-12.
- Teens may only volunteer if they have completed and signed the volunteer application and complete an interview with the Youth Services Department staff. After applying, they will receive a confirmation email from Youth Services about scheduling an interview. Once the interview is completed, teens may sign up for volunteer shifts.
- Volunteers may apply during the beginning of each quarter throughout the year (January 2-January 10, April 1-April 10, July 1-July 10 or October 1-October 9).
- Teen Volunteer must re-apply each year in order to remain active. Teens who do not re-apply will become inactive and can no longer volunteer.
- After completing the interview, teen volunteers will need to complete two 30-minute mandatory training sessions before signing up for any shifts.
- Once committing to a shift, teen volunteers must arrive on time and stay until the end of their scheduled hours, unless they have notified their supervisor with a satisfactory explanation. Unless involved in an emergency, they should not rely on family members to call out for them.
- Teen Shelving and Shelf Reading Volunteers must commit to at least one half hour of one day a week for three months, which should be the same time and day every week (for example, Mondays from 5-6). Shifts will be reassigned each quarter.
- Teen Program Volunteers must complete an additional 30-minute training for each program they are assisting with (excluding programs that repeat such as Reading Buddies which require arriving 15 minutes prior to the program). Program volunteers will be as-needed and will be chosen from a first come first serve basis.
- Teen Craft Volunteers will be as-needed monthly on a Monday evening and will be chosen from a first come first serve basis.
- Program and Craft Volunteers may sign up via a Google sheet or by e-mail.
- Should a volunteer consistently arrive late or fail to do their job to the satisfaction of their supervisor, they may be suspended or terminated from the teen volunteer program.
- All Volunteers should sign the time sheet during each shift, including number of hours, name of task, and a supervisor's signature. Failure to submit or submission of an incorrect time sheet may result in a loss of hours.
- Volunteers may contact Youth Services Department at any time to request information about the amount of hours they work, or to inquire about a letter of recommendation. Please allow up to 48 hours for all requests and at least two weeks when requesting a letter of recommendation. It is a good idea for volunteers to keep a copy of their own hours and periodically check to make sure they match the official records.

For any questions or concerns, please contact the Youth Services Department at teens@scotlib.org.