

FREQUENTLY ASKED QUESTIONS

How do I volunteer?

Fill out this application and return it to the checkout desk at the library. If you need to complete hours for a project, the circulation staff member will schedule your hours. If you are volunteering long-term, the Teen Volunteer Coordinator will review your application and contact you to schedule your hours.

How old do I have to be to volunteer?

You need to be between 12 and 18 years old to volunteer.

How many hours can I volunteer at one time?

Volunteers are usually scheduled to work 1-2 hours at a time. Longer shifts may be discussed and scheduled with the Teen Volunteer Coordinator.

What will I do when I volunteer?

Volunteers help us in a variety of ways including straightening shelves, cleaning books, preparing materials for programs, and assisting with programs.

If you are volunteering for community service or to work off fines, check with staff for eligibility.

If you have any more questions about volunteering with the library, please contact the Teen Volunteer Coordinator:

Julie Archambeault - jarchambeault@adalib.org
Phone: 208-297-6700

EXPECTATIONS (please initial each one)

Arrive on time.

If you will be late or absent, please call the library to let us know. (208-297-6700)

Initial

Dress neatly and appropriately.

Proper clothing for library work does not include such items as: flip-flop or beach style sandals; tank tops, spaghetti strap, or strapless tops; shorts; sweats or exercise wear; shirts or other clothing that have holes or carry messages of any kind, skin tight or revealing clothes.

Initial

Be courteous to patrons.

However, please refer all patron questions to a library staff member.

Initial

PARENT PERMISSION

Signature

Date

STAFF USE ONLY:

Scheduled for date(s):

Initial

Contacted:

Initial



ADA COMMUNITY
LIBRARY • adalib.org

LAKE HAZEL
BRANCH

10489 Lake Hazel Rd
Boise, ID 83709 • (208) 297-6700

VOLUNTEER APPLICATION TEEN

Become a

Volunteer



Gain work experience

Learn professional skills

Meet new people

Help your community



PERSONAL INFORMATION

Date

Name

Email Address

Home Phone

Cell Phone

May we text you?

☐

Yes

☐

No

School

Current Grade

EMERGENCY CONTACT INFORMATION

Name

Phone

Relationship

AVAILABILITY

How many hours are you looking for?

By what date do these hours need to be completed?

List the times you are available within the library's open hours:
M - F 10am - 9pm • Sat 10am - 5pm • Sunday Closed

Monday

Start

End

Tuesday

Start

End

Wednesday

Start

End

Thursday

Start

End

Friday

Start

End

Saturday

Start

End

Why do you want to volunteer with us?

INTERESTED IN VOLUNTEERING LONG-TERM? TELL US MORE ABOUT YOURSELF!

What skills are you looking to develop as a volunteer of the library?

What would you like to help us with?

- ☐ Helping out with programs
- ☐ Preparing materials for programs
- ☐ Teen Leadership Committee
- ☐ Cleaning
- ☐ Shelf reading
- ☐ Shelving media

Please list any accommodations that the library may need to make in order to ensure your successful completion of volunteer tasks:

