



LOWER MACUNGIE LIBRARY
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April 15, 2022

Thank you for your interest in our Summer Teen Library Volunteer program for Summer 2022. We are happy to offer limited volunteer experiences this summer.

Volunteering at the Lower Macungie Library is an excellent way for you to gain valuable work experience, earn community service hours, and support your local library. This summer, selected applicants will have the opportunity to assist with several projects. On the reverse of this page is a complete volunteer position description. Please review this description and evaluate if you meet the requirements and are able to accept the responsibilities and duties of the position.

If you would like to apply for a volunteer position, please return your completed application form to Lisa Underwood, Youth Services Director, by Friday, May 13, 2022.

There are a limited number of volunteer position available this summer, as Covid-19 continues to affect our programming and circulation. Returning volunteers will be given priority placement. New applications will be reviewed in the order they are received, with priority given to students from the East Penn School District. **Accepted applicants will receive an email invitation to proceed with the interview and training process.** Due to the large number of applicants, we are unable to honor any requests for interviews or trainings outside of the scheduled times.

A brief interview is required for all applicants. **Interviews will be held on Monday, May 23 from 4:00-6:00 pm.**

Accepted volunteers are required to attend a 90-minute volunteer orientation training. Training sessions will take place on the following dates:

- Saturday, June 4 – 10:30 am -12:00 pm
- Monday, June 6 – 4:00-5:30 pm

If you have any questions, please email me at lisau@lowermaclib.org. I look forward to working with you this summer!

Sincerely,

Lisa Underwood

Youth Services Director

lisau@lowermaclib.org



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Summer Teen Library Volunteer Position Description

Summer Teen Library Volunteers are able to help maintain and organize the library's youth collections, help prepare materials for programs, assist library staff with youth programs, and help with other tasks as assigned. We will announce volunteer opportunities on an "as needed" basis. Please be sure to provide a reliable email address that is checked regularly.

Qualifications:

- Entering grades 7-12 in Fall 2022
- Able to work independently and carry out assignments to completion

Duties and Responsibilities:

- General
 - Record your work hours in the Volunteer Hours Book
 - Adhere to the library's dress code
 - Advise your supervisor if unable to keep scheduled commitment
- Shelving & organizing
 - Shelve library materials in specific, assigned area(s)
 - Shelf read in assigned area(s)
 - Clean books, shelves, or other materials as assigned
- Program Preparation
 - Prepare materials for crafts
 - Assist with general Summer Reading Program preparation as assigned
- Program Assistant
 - Arrive promptly for the event (report times will be listed in the email confirmation)
 - Assist with program set-up and clean-up
 - Work with library staff to help with program activities as assigned



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Summer Teen Library Volunteer Application

Name _____ Birth Date _____

Address _____
Street City Zip Code

Phone _____ Email _____

Grade (Fall 2022) _____ School (Fall 2022) _____

Have you volunteered at the Lower Macungie Library before? YES NO

Do you have a valid Lower Macungie or LCLC Library card? YES NO

Summer Availability

Please place an X in the boxes of the days and times you are available to work:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning						
Afternoon						
Evening						

Our summer Teen Volunteer Program runs June 13—August 6, 2022. Please list any vacations, camps, or other conflicts you may have this summer:

Signature of Applicant

Date

I give permission for my son/daughter to be a summer library volunteer _____
Parent/Guardian Signature

In case of emergency, please notify

Name Phone Number



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Date: _____

I, _____, grant permission for photographs or visual records to be taken of _____ by representatives of the Lower Macungie Library to be used for the purpose of promoting and publicizing the library.

These photographs or other visual recordings may be used for promotional purposes in:

	YES	NO
Bulletin Board displays in the library		
Lower Macungie Library Newsletter		
Lower Macungie Township Newsletter		
Pamphlets/brochures		
Newspapers		
Magazines		
Television		
Lower Macungie Library website		

I agree that I will receive no remuneration for the use of or release of the photographs or visual recordings.

Parent/Guardian Signature: _____

Phone: _____ Email: _____