



# Teen Summer Volunteer Application 2023

We appreciate your choice to offer your time and abilities to the West Des Moines Public Library!

- Student volunteers should be at least 13 years old and have completed 7<sup>th</sup> grade.
- Volunteers should be able to work independently without supervision as well as collaboratively with a team.
- Summer applications will be accepted until all positions have been filled.
- Potential volunteers will be contacted for an interview and training session, held in May.
- Volunteer schedules will be sent after volunteer training.

Please contact [wdmlibraryvolunteers@wdm.iowa.gov](mailto:wdmlibraryvolunteers@wdm.iowa.gov) with any questions.

West Des Moines Public Library, 4000 Mills Civic Pkwy, West Des Moines, IA 50265 - 515.222.3400 - [www.wdmlibrary.org](http://www.wdmlibrary.org)

## CONTACT INFORMATION

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade next year: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Teen Email: \_\_\_\_\_  primary  secondary

Parent Email: \_\_\_\_\_  primary  secondary

Teen Phone #: \_\_\_\_\_ Name: \_\_\_\_\_  primary  secondary

Parent Phone #: \_\_\_\_\_ Name: \_\_\_\_\_  primary  secondary

*Email is used as the Library's primary form of communication. Please note if another method of communication is preferred.*

## PARENT/GUARDIAN PERMISSION

My child has permission to volunteer at the West Des Moines Public Library this summer.

Parent/Guardian's printed name(s): \_\_\_\_\_

Parent/Guardian's Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

## VOLUNTEER QUESTIONNAIRE

Are you a returning volunteer?

- No, it's my first time!  Yes! I volunteered (when?) \_\_\_\_\_

How will you get to the Library (check all applicable)?

- Drive myself  Walk, bike, dragon, etc.  Someone else will bring me

**VOLUNTEER QUESTIONNAIRE (continued)**

Please let us know why you would like to volunteer at the Library (check all applicable):

- Volunteer/work experience
- Silver Cord hours
- I love the Library!
- Community service hours
- Something to do this summer
- Other: \_\_\_\_\_

Please let us know what duties you would prefer (check all applicable):

- Public Services
  - Help with youth programs
  - Work with children
  - Summer Reading Table - summer reading club sign-up & handing out prizes
- Behind the Scenes
  - Help with book drop
  - Shelve picture books
  - Clean book bins, shelves, etc.
  - Tidy public areas
- Prepare program supplies
  - Count, cut, staple, organize, fold, sort, glue, etc.
  - Clean toys, scissors, etc.

Please list any past volunteer or work experience (jobs, babysitting, church, scouts, parent’s business, etc.):

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Please list any other obligations this summer (jobs, sports, camps, lessons, family vacation, time travel, etc.):

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Please list any interests, talents, special skills, or other unique things about you (artistic, languages, piano, etc.):

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Please describe any physical limitations, allergies, or medical information about which staff should be aware:

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Is there anything else we should know?

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**VOLUNTEER AVAILABILITY:**

The summer volunteer schedule varies depending FIRST on Library needs and second on volunteer availability. In order to schedule accordingly, please be as specific as possible when answering the following questions and filling out the calendar.

Please check how many hours you would like to work per shift (typical shifts are 1 to 2 hours long):

- 1 - 1½ hours
- 2 – 2½ hours
- 3 – 3 ½ hours
- As needed
- Other \_\_\_\_\_

Please check how many days you would like to work per week (typically volunteers work 1 day per week):

- 1 day
- 2 days
- 3 days
- As needed
- Other \_\_\_\_\_

Please check boxes next to ALL TIMES you are available and interested in working, make notes as needed:

- ➔ AM = working sometime between 9:00AM - Noon
- ➔ PM = working sometime between Noon – 4:00PM

➔ Program assistance – Please check the website for specific program info <https://www.wdmlibrary.org/events>

JUNE 2023				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>NOTES:</b>			1 <input type="checkbox"/> AM <input type="checkbox"/> PM	2 <input type="checkbox"/> AM <input type="checkbox"/> PM
5 <input type="checkbox"/> AM <input type="checkbox"/> PM	6 <input type="checkbox"/> AM <input type="checkbox"/> PM	7 <input type="checkbox"/> AM <input type="checkbox"/> PM	8 <input type="checkbox"/> AM <input type="checkbox"/> PM	9 <input type="checkbox"/> AM <input type="checkbox"/> PM
12 <input type="checkbox"/> AM <input type="checkbox"/> PM	13 <input type="checkbox"/> AM <input type="checkbox"/> PM	14 <input type="checkbox"/> AM <input type="checkbox"/> PM	15 <input type="checkbox"/> AM <input type="checkbox"/> PM	16 <input type="checkbox"/> AM <input type="checkbox"/> PM
19 <input type="checkbox"/> AM <input type="checkbox"/> PM	20 <input type="checkbox"/> AM <input type="checkbox"/> PM	21 <input type="checkbox"/> AM <input type="checkbox"/> PM	22 <input type="checkbox"/> AM <input type="checkbox"/> PM	23 <input type="checkbox"/> AM <input type="checkbox"/> PM
26 <input type="checkbox"/> AM <input type="checkbox"/> PM	27 <input type="checkbox"/> AM <input type="checkbox"/> PM	28 <input type="checkbox"/> AM <input type="checkbox"/> PM	29 <input type="checkbox"/> AM <input type="checkbox"/> PM	30 <input type="checkbox"/> AM <input type="checkbox"/> PM
JULY 2023				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 <input type="checkbox"/> AM <input type="checkbox"/> PM	4 LIBRARY CLOSED	5 <input type="checkbox"/> AM <input type="checkbox"/> PM	6 <input type="checkbox"/> AM <input type="checkbox"/> PM	7 <input type="checkbox"/> AM <input type="checkbox"/> PM
10 <input type="checkbox"/> AM <input type="checkbox"/> PM	11 <input type="checkbox"/> AM <input type="checkbox"/> PM	12 <input type="checkbox"/> AM <input type="checkbox"/> PM	13 <input type="checkbox"/> AM <input type="checkbox"/> PM	14 <input type="checkbox"/> AM <input type="checkbox"/> PM
17 <input type="checkbox"/> AM <input type="checkbox"/> PM	18 <input type="checkbox"/> AM <input type="checkbox"/> PM	19 <input type="checkbox"/> AM <input type="checkbox"/> PM	20 <input type="checkbox"/> AM <input type="checkbox"/> PM	21 <input type="checkbox"/> AM <input type="checkbox"/> PM
24 <input type="checkbox"/> AM <input type="checkbox"/> PM	25 <input type="checkbox"/> AM <input type="checkbox"/> PM	26 <input type="checkbox"/> AM <input type="checkbox"/> PM	27 <input type="checkbox"/> AM <input type="checkbox"/> PM	28 <input type="checkbox"/> AM <input type="checkbox"/> PM
31 <input type="checkbox"/> AM <input type="checkbox"/> PM	<b>NOTES:</b>			
AUGUST – We have few volunteer needs for August. Volunteers for shelving and special projects will be requested as needed.				Saturday, July 29th Final Party Carnival 9:30AM – 12:30PM <input type="checkbox"/> Available