



Library Company of Burlington

23 West Union Street
Burlington, NJ 08016
(609) 386-1273

Teen Volunteer Agreement

The Library Company of Burlington has developed a volunteer program for area teens. Teen volunteers provide assistance with the children's and young adult summer reading clubs and with events at the library throughout the year. Teen volunteers are positive examples for younger patrons and encourage library usage and a love of reading. Your hours will be recorded and a Record of your Service Hours will be provided to you on our letterhead, signed by your Supervisor, upon request.

Before beginning your service to the community, Student/Youth Volunteers must sign the Student/Youth Volunteer Agreement.

As a Teen Volunteer at The Library Company of Burlington, I agree to the following:

- I will arrive at the library at my assigned time. If I am unable to do this, I will call (609)386-1273 and notify staff. If at all possible, I will do this at least 24 hours before I am scheduled to arrive.
- I will remain at my post until my time slot has ended. If I am unable to do this, I will speak with the librarian on duty.
- I will speak with Mary Bhuiyan or Kimberly Gibson if I need to make changes to my schedule.
- I will perform my duties as assigned. If I have questions about what I am to do, I will ask the supervisor.
- I will refer patrons to the supervisor on duty when questions arise that are not directly related to my assignment.
- I will be courteous and respectful to the library patrons, staff, and other volunteers.
- I will use the phone only with the permission of a supervisor.
- I will use the computer only with the permission of a supervisor.
- I will not bring food or drink into the library, with the exception of water bottles with caps.
- I will wear a volunteer t-shirt and appropriate attire while I am working.
- I will focus on my assignment while I am working. I will keep socializing to a minimum.

Volunteer Print Name

Date

Signature of Parent

Date