



Teen Volunteer Policy

Ecorse Public Library Teen Volunteer Program

The Ecorse Public Library welcomes student volunteers in grades 6-12 to our team! Volunteering is a great way to gain valuable experience, explore career interests, and give back to your community.

How to Get Involved

To become a teen volunteer, please complete the following steps:

1. **Application:** Fill out the volunteer application form, making sure to have a parent or guardian sign it. The parent or guardian will be contacted by library staff to ensure permission was legitimately obtained.
2. **School Information:** If you need volunteer hours for a school requirement, please provide the name and contact details of your school counselor, NHS advisor, or sponsoring teacher. The school official will also need to email, fax, or deliver a letter on school letterhead with the student's name, confirming that this student is enrolled and looking for volunteer hours. School officials will always be contacted by library staff before volunteering begins.

Volunteer opportunities and schedules will be coordinated with the library director or assistant director based on the library's needs and your availability. Drop-in volunteer hours are not available at this time. While we cannot guarantee a specific number of hours, we strive to accommodate students' requirements. Please note that we do not accept volunteers for court-mandated community service hours.

Volunteer Duties

As a teen volunteer, you may be asked to assist with various tasks, such as:

- Cleaning and sanitizing the library (dusting, wiping surfaces, etc.)
- Shelving books and organizing library materials
- Helping with crafts and activities during library programs
- Assisting librarians with program setup and cleanup
- Organizing and sanitizing toys and play areas
- Other duties as assigned by library staff

Code of Conduct

We expect all teen volunteers to conduct themselves in a respectful and professional manner. Please review and agree to the following code of conduct:

- Dress appropriately for a public setting (follow school dress code guidelines)
- Remain polite and courteous when interacting with patrons and staff
- Follow all instructions provided by library staff
- Refrain from disruptive or inappropriate behavior
- Sign-in and sign-out when volunteering

Teen volunteers will be required to sign a sheet acknowledging their understanding and agreement to follow the code of conduct and volunteer expectations; the ability to volunteer can be terminated if the code of conduct is not followed. We're excited to have you join our team and contribute to the success of the Ecorse Public Library! If you have any questions or concerns, please don't hesitate to reach out to our staff.

Contact Information

Phone: 313-389-2030

Fax: 313-439-4245

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