

Upper Saddle River Library Teen Volunteer Policy

The Upper Saddle River Library welcomes teens in our community to engage with the staff, programs and patrons of the Library by volunteering as part of our Teen Volunteer Program.

Teen Volunteer opportunities are open to Upper Saddle River Library cardholders in grades 8 through 12 and Northern Highlands Regional High School students from any town in grades 9 through 12. Volunteers in 8th grade may assist at programs and attend organized volunteer activities only. Tech Help volunteers must be in grade 9 and up. Chess Club volunteers must be in grade 10 and up and pre-approved by the volunteer coordinator. Volunteers who would like to propose and run programs must be in grades 11 or 12. All volunteers must fill out the Volunteer Application Form. Once the form is approved, more information on volunteering will be provided.

Volunteer opportunities will be made available as needed by the Library and will be scheduled by the volunteer coordinator. Volunteer opportunities must be scheduled in advance and will not be created to fulfill a volunteer's last minute obligations or requirements for hours. Volunteer duties may include, but are not limited to:

1. Set up and clean up for programs.
2. Helping with programs. Please be prepared to participate!
3. Demonstrate program activities to children.
4. Checking program registration and situating registered latecomers.
5. Preparing materials for future programs and events.

In addition:

1. Volunteering is a responsibility. All volunteers need to commit to the slots they sign up for. The children you are volunteering with are counting on you and other volunteers are waiting for open spots.
2. Volunteers are ambassadors for the Library and must present a positive image to the public. It is expected that each volunteer's dress and grooming will be appropriate for a business environment and in keeping with his or her work assignment. If, in the sole discretion of a supervisor or the Library Director, a volunteer is dressed in an inappropriate manner, they may not be permitted to work their shift.

3. Volunteers are responsible for updating personal data, such as change of address or telephone number, etc., with the Volunteer Coordinator.
4. Volunteers agree that the library may at any time, for whatever reason, decide to terminate the volunteer's relationship with the library, or to make changes in the nature of their volunteer assignment.
5. The schedule of volunteer work hours of any volunteer at the library is dependent upon the availability of volunteer assignments. The number of volunteers accepted is based on the amount of work and supervisory time allocated and needed. Volunteers must register in advance for all volunteer opportunities.
6. Volunteering at the library is a serious commitment. The Library relies on its volunteers. Volunteers must arrive on time and stay for their scheduled time.
7. If a volunteer cannot attend their scheduled shift due to extenuating circumstances, the volunteer coordinator must be notified as early as possible. Failure to give such notice will result in loss of volunteer hours. Repeated no-shows or lateness will result in the volunteer being removed from the assignment and/or from future consideration for volunteer opportunities.
8. It is the responsibility of the volunteer to fulfill their assigned hours. Staff members will not call, email, or text to remind them. Please do not show up to work shifts that are full without asking in advance. Drop-ins will not be accepted except in extenuating circumstances.
9. Volunteers should not socialize with friends during their shift. They should not bring friends with them to the library or event. Phone use should be limited to emergencies.
10. Volunteers will use the VicNet app or website to log their volunteer hours. It is the volunteer's responsibility to keep their log up to date. If the volunteer neglects to do so, they will not receive credit for the hours worked.
11. To end a volunteer commitment, please notify the Volunteer Coordinator of that decision and the effective date.

The Upper Saddle River Library reserves the right to terminate the association between the volunteer and the Library at any time. Grounds for dismissal include, but are not limited to, failure to adhere to policies and procedures of the Upper Saddle River Public Library, including this Teen Volunteer Policy.

ACKNOWLEDGEMENT

The Upper Saddle River Public Library reserves the right to terminate the association between the volunteer and the Library at any time. Grounds for dismissal include, but are not limited to, failure adhere to policies and procedures of the Upper Saddle River Public Library.

I acknowledge that I have read, understood, and agreed to abide by the Teen Volunteer Policy. I understand that failure to adhere to the Teen Volunteer Policy will result in my removal from the Teen Volunteer Program.

Teen Volunteer (Print)

Teen Volunteer (Signature)

Date

I acknowledge that I have read and understood the Teen Volunteer Policy. I understand that failure to adhere to the Teen Volunteer Policy will result in my child being removed from the Teen Volunteer Program.

Parent/Guardian of Teen Volunteer

Date