



# Berthoud Community Library District Youth Volunteer

## Youth Volunteer Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Emergency contact name and number: \_\_\_\_\_ Relationship: \_\_\_\_\_

Do you need volunteer hours for school or court ordered? \_\_\_\_\_ How many? \_\_\_\_\_ By what date? \_\_\_\_\_

### Schedule

**Berthoud Library District hours of operation:**

**Monday through Friday 10 a.m. - 6 p.m.**

**Saturday 10 a.m. - 4 p.m.**

What days and times are you available?

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Saturday**

Are you available for after-hours events?

Signature of parent / guardian

Signature of volunteer

## Youth volunteer job description

**Customer Service:** The library strives to connect customers with materials they want. In order to assist customers, please follow these best practices:

- Make eye contact
- Smile
- Ask if you can help them
- If they ask a question that you can't answer, take them to a staff member.

**Event support:** You may be asked to help set up, take photos, and clean up after library events. Setting out chairs and tables, decorations, food and drink and other tasks as needed. Taking photos includes getting verbal permission from those in the picture to use it for promotional purposes. Cleaning may include putting away chairs and tables, throwing away trash, vacuuming and wiping surfaces.

**Shelving:** Returning library materials to their correct location on the shelves is a critically important function in any library

**Cleaning:** As our materials are handled regularly, we want to ensure their cleanliness so customers have items at the highest quality available. Cleaning includes wiping down library materials when appropriate as well as cleaning and sanitizing our children's toys.

**Scheduling:** You will be scheduled according to the availability information you provide. Please communicate often and in a timely manner about your availability. If you are unable to come in for a shift, please call / text other volunteers to cover your shift. If you cannot find another volunteer to take your place, please call in ASAP and let a staff member know what shift you will be missing.