

Burlingame Public Library

480 Primrose Road • Burlingame, CA • 94010

Contact: (650) 558-7496 • day@plsinfo.org

Application for Teen Library Volunteers

(For ages 13-18)

***Applications will not be accepted from parents!**

We need to gauge level of interest by the effort put into the application process. Thanks for your understanding*

Name _____
Date of Birth _____ School _____ Grade _____
Address _____
Home Phone _____ Email _____
Cell Phone _____

Parent/Guardian and Emergency contact:
Name _____ Relationship _____
Phone _____

Please mark your availability:
Monday 10-12 12-2 2-4 4-6 6-8
Tuesday 10-12 12-2 2-4 4-6 6-8
Wednesday 10-12 12-2 2-4 4-6 6-8
Thursday 10-12 12-2 2-4 4-6 6-8
Friday 10-12 12-2 2-4:45
Saturday 10-12 12-2 2-4:45 **Sat. shifts available after probationary period only.*

I am interested in helping with (see position descriptions on pg. 2):
 BPL Blog Contributor Collection Maintainer Computer Coach Homework Buddy (submit separate application) Media Manager Program & Event Assistant Teen Advisory Board (submit separate application)

Teens – please read and sign below:
I understand I must show up for all scheduled shifts on time. If I can't make a shift, I will contact my supervisor to let her know. If I miss two shifts with no notice, my spot will be given to someone else. I will commit to at least 3 months of scheduled shifts. I am a representative of the Library while completing my volunteer tasks, and will conduct myself in a professional manner.

Volunteer Signature Date

Parents - please read and sign below:
I give permission for my son/daughter to volunteer at the Burlingame Public Library. I understand that my child should be picked up promptly (if necessary) when his/her volunteer time is over and that he/she will be expected to dress appropriately for work in a public place.

Parent's signature Date

Date Recv'd _____ Begin Date _____ End Date _____
Staff Initials: _____

Burlingame Public Library Volunteer Positions

**All positions require an initial training period of 2 shifts*

Teen Volunteer Positions (2 hrs/week):

BPL Blog Contributor

Do you enjoy writing? Add your voice to the teen blog (burlingamelibrary.weebly.com) by writing book, music, movie reviews; upcoming event notices and more!

Collection Maintainer

The materials in the Library need constant straightening, sorting and maintaining in order to best serve our Library patrons. Volunteers are assigned sections of the collection to maintain by filling displays, dusting, straightening and sorting.

Computer Coach

Utilize your computer and people skills by helping another person through one-on-one sessions at the Library. Many people need help navigating email, office software, social networking and more.

Homework Buddy (mandatory training in Sept. and Jan.)

Teens have the opportunity to connect with younger students in a motivational way through one-on-one homework mentoring of various subjects in the library. Teens are paired with younger elementary and middle-school aged kids according to subject knowledge and interests. This program runs during the school year. Specific training is provided for this position. Please fill out the HWB application separately.

Media Manager

The DVD, CD and Audiobooks collections are high-circulating and high-maintenance collections that we always need help with! This position includes helping to shelve, organize, clean and maintain our CD and DVD collections so patrons can easily find what they're looking for.

Program & Event Assistants

Volunteers help make our Library programs and events experiences to remember. Assist our staff at craft programs, children's shows, author events, lecture and movie series and more! Must be able to physically lift stacking chairs, move tables and rolling shelves.

Teen Advisory Board Member (grades 7-12)

Join a group of like-minded teens to help the Library plan and run programs; promote the Library collection and services; advocate for the rights of teens and, in the process, gain leadership and community service skills and credits. Please fill out the T.A.B. application for this volunteer job.

Date Recv'd _____ Begin Date _____ End Date _____
Staff Initials: _____