

# SCHOOL YEAR VOLUNTEER INFO SHEET

**TAB** Those interested in volunteering but unsure about whether it is for them can come to the first TAB meeting of the year on Thursday, September 5th at 3:30pm. TAB stands for Teen Advisory Board where we typically talk about and design programs for teens, kids, and all ages, work on special projects, like starting a teen-led library podcast channel and Teens Teach program, and hang out with other teens while munching on snacks. During the September meeting, we will discuss the biggest, most involved program of all: teen volunteering. You will learn the specifics of the program, explore the new volunteer categories and special projects, talk to current and past volunteers, and have the opportunity to ask plenty of questions.

## Volunteer Training Sessions

Learn the basics about how volunteering works, what you can expect from the library, what the library expects of you, and the details about what you will be doing every day. This is also the perfect moment to ask questions and meet other volunteers.

Volunteer Training Sessions are mandatory, even if you have volunteered many times before. We made a lot of changes this year, so some things will be new. When she receives your application, Carolyn will contact you via email about which training session to attend based upon the answers you provided on your application. If you cannot make the training session, please talk to Carolyn to reschedule in person or via email at [cmccullough@cromaine.org](mailto:cmccullough@cromaine.org).

## Page Assistants, Artists & Craft Prep Volunteers, and Special Project Volunteers:

Tuesday, September 10 from 3pm to 4:30pm

## Reading Buddies Volunteers and Program Volunteers:

Wednesday, September 11 from 3pm to 4:30pm

**Applications** The Cromaine District Library's school year teen volunteer program is for students in 7th through 12th grade. Volunteer applications will be accepted beginning from Wednesday, August 21st to Monday, September 9th at 9pm. Please fill out the attached application, but keep the info sheet. You will be notified that your application was received and which training session to attend.

## Questions

If you have any questions about volunteering before the training sessions, please contact Carolyn at [cmccullough@cromaine.org](mailto:cmccullough@cromaine.org) or (810) 632-5200.

## Breaks, Snow Days, & Other School Closures

Volunteers are not expected to come in over any school break unless they signed up specifically to do so. If school is canceled for a snow day, cold day, or other emergency, volunteers are encouraged to stay home, stay safe, and enjoy the time off regardless of whether or not the library is open.

**Schedule** All volunteers choose a day to come in to help once a week for an hour every week (say every Wednesday).

Some projects or programs may take more than an hour but you will typically be informed of this ahead of time. Volunteers are welcome any time after school. While most volunteers tend to work right after school, it is okay to come in later if you have a practice, group project, or some other obligation. We know that middle and high school can be very demanding, so let Carolyn know if you need your schedule changed or if you need to take a leave of absence. Also, if there is a day where you have too much homework, an extra practice, or are not feeling well, simply email Carolyn to let her know you can't make it. As long as you keep her informed, you're good! Missing volunteering habitually, however, or not keeping Carolyn informed of your absences, may endanger your volunteer slot.

**Dates** School year volunteering officially begins Monday, September 16th and ends Friday, May 29th.

See the back of this page for information about each type of volunteer

There are many options this year for volunteering, so please read through the options carefully and decide which type best suits your interests and talents. While there are a limited number of slots for each position, we will try our best to accommodate your first or second choice. If we have slots we need to fill, we may open up the possibility for volunteering as more than one type of volunteer, but, for now, you will just volunteer as one type.

# TYPES OF VOLUNTEERS:

## Artists & Craft Prep

Getting crafts ready for children's programs is an essential part of school year volunteering! Making crafts plays an important role in helping children develop everything from the muscles needed to hold a pencil to their creativity. You don't have to be an artist, as we have plenty of projects that don't require artistic ability, but we do ask that you have excellent scissor skills, are meticulous, and pay close attention to detail, as we often have a lot of things that need to be cut out neatly. If you are an artist, you'll use your talents to help design and decorate bulletin boards in the youth department seen by everyone who walks in.

### Craft Prep & Artists:

- Make crafts ready for kids programs and storytime
- Design and decorate the bulletin boards in the youth department
- Make various projects used in programs

## Page Assistants

Perfect for people who love organization and/or do not want to work with kids. Page Assistants help library employees who put our thousands upon thousands of books back on the shelves. They will also assist librarians in finding books for storytimes, and helping pull books for weed lists.

### Page Assistants:

- Organize books on bookcarts
- Shelve picture books
- Find books for librarians

## Reading Buddy

New this year!! Help elementary and middle school students with reading or to simply love learning again. You will spend early fall training to become an effective tutor and will start working with kids in January. Only returning volunteers who have worked with kids at Cromaine before can apply for this position. Only 10 slots are available, so unfortunately, we will not be able to accept everyone who applies for this particular position as we have too many wonderful volunteers! Preference will be given to volunteers who have worked with children in programs before, and slots will be decided by the youth librarians based upon your past experiences (fill out the experience portion of the application thoroughly), interests, and availability.

### Reading Buddies:

- Work one-on-one helping kids with their reading
- Make reading fun while giving beginning readers comprehension and decoding tools
- Run literacy and STEAM stations
- MUST be available on Tuesday evenings throughout the school year
- MUST be a returning volunteer
- MUST be wonderful at working with kids in a positive and engaging manner

## Program Volunteer

Program volunteers help prep, run, and clean up programs. Volunteers choose which program or project to help with (through SignUp Genius). Perfect for those who have schedules that don't allow for a weekly commitment and those who love working with kids.

### Program Volunteers:

- Help kids during programs
- Help prep, run, and clean up programs
- Can choose the programs you wish to volunteer for
- Sporadic dates, not weekly
- Typically a two hour time commitment per program (some may be longer or shorter, depending on the needs of the librarian presenting the program)

## Special Project Volunteer

Work on a special project for the duration of the school year. You and a partner will collaborate on this project from the very beginning and see it through to the very end. Your schedule is a bit more flexible, but expect to come in weekly.

### Special Projects:

- Design and make shelf markers for every series in the teen fiction collection. These shelf markers will list the series in the order they should be read for easier browsing. When finished, tackle the tween and J fiction collections.
- Design a sticker that lists mental health resources in our community. Then go through the teen collection and put stickers in every book that deals with one of these issues. Design a poster to put on the end of the nonfiction shelf advertising how to find mental health resources. Also design a postcard size handout and information sheets to put in the bathrooms.
- Teen room upkeep, design, and cleaning. Make the teen room your baby project by making sure the room is kept tidy, decorated with fun themes, and Carolyn's mess is kept in check.
- Youth department upkeep, organization, and cleaning. Work with Marta to make the youth department your baby project by making sure the room is kept tidy, the shelves are not a jumbled mess, and the various storage spaces in the Youth Program Room are organized.
- Technology volunteer. Set up and put away the VR and PS4 equipment after VR Fridays. Hang out at the Adult Tech Help program where you will assist people with their devices and technology issues. Also help Glenn with special projects. Must be available on Fridays.
- Your Ideas! \_\_\_\_\_  
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