



## 2016 Summer Volunteer Intern Application

**Application deadline:  
Saturday, May 28<sup>th</sup>**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Entering Grade \_\_\_\_\_

Address \_\_\_\_\_ Student E-mail contact \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Student Cell Phone # \_\_\_\_\_

### **Emergency Contact Information\*:**

**\*This should be a parent or relative who is able to authorize help for you in an emergency.**

Emergency Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Relationship to volunteer \_\_\_\_\_ Alternate email contact \_\_\_\_\_

What age group do you think you are best suited to work with?

☐ 3 – 5 years    ☐ 5 – 7 years    ☐ 8 – 11 years    ☐ 12 years & up    ☐ I'd rather not work with children.

What types of activities do you think you would be interested in helping with? (✓ any you are interested in)

**PLEASE NOTE THERE ARE NEW VOLUNTEER OPPORTUNITIES AVAILABLE.**

☐ Reading to children    ☐ Indoor Creative Activities    ☐ Outdoor Group Games  
☐ Book Buddies    ☐ ★ **NEW** Library Legions Interns    ☐ ★ **NEW** Internet Support Interns

Do you speak any languages other than English? YES    NO    If yes, what language? \_\_\_\_\_

Who may we contact about your experience working with children? (Neighbors, baby sitting, scouts etc.)

NAME	RELATIONSHIP	PHONE #	EXPERIENCE

Do you have a community service requirement to fulfill? YES    NO

If yes, list organization \_\_\_\_\_

**These programs run between Monday, July 5<sup>th</sup> - Friday, August 27<sup>th</sup> and have mandatory training sessions.  
Program start & end dates vary and will be clarified at your interview.  
Are there any dates during this time when you would not be available?**

**All volunteers under the age of 18 years must submit  
the completed parental consent form on the back of this application.**

*Thanks for volunteering! Your help is needed AND appreciated!*

*If you have questions, please contact the library at 855-3444.*

# **The Pawling Library Volunteer Program**

## ***Parental Permission Form***

Parental permission is necessary for minor children to volunteer at the Pawling Library. In order for a Summer Intern application to be considered, the following information must be completed and returned to the Library. This information will be kept on file at the library, but must be updated annually.

I, \_\_\_\_\_, give my child, \_\_\_\_\_,  
(Parent's or guardian's name) (Student's name)

permission to volunteer at the Pawling Library during the Children's Summer Literacy Programs from

\_\_\_\_\_ through \_\_\_\_\_.  
(Program starting date) (Program ending date)

☐ I understand that I am responsible for dropping off and picking up my child at the end of each volunteer session, or making alternate arrangements for my child's transportation.

☐ I have read and understand the Pawling Library Summer Intern Policy and have explained it to my child.

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Date

***Please direct all questions or concerns to:***  
***Nicole Curcio, Teen Services (teen@pawlinglibrary.org)***  
***Karen DeGennaro, Children's Services (children@pawlinglibrary.org)***  
***Bethany Mahoney, Summer Program Coordinator (bethany@pawlinglibrary.org)***

***or call the library at 855-3444***

## **Pawling Library Summer Intern Policy**

A Summer Intern shall be considered a volunteer 12 - 18 years of age, who assists with work done at the Pawling Library, without remuneration. Exceptions to the age requirement may be made by the Library Director.

Pawling Library shall make use the services of volunteers to:

1. Supplement the efforts of paid library staff in meeting demands for quality public service.
2. Serve as a method for encouraging citizens to become familiar with the library and the services being offered.
3. Staff or support fund raising activities sponsored by the Pawling Library like our annual book sale.

### **Volunteer Guidelines:**

- Each summer interns must complete a Summer Intern application and a Parent Consent form which will be kept on file in the Library. In addition, students who will be shelving books will be required to take a written shelving test.
- Summer interns will be interviewed to better determine their interests and level of experience. Their talents, experience, availability and interests will be considered in placement and volunteer assignments.
- Summer interns are bound by rules contained in all library policies and guidelines as applicable, especially as they relate to patron policy and confidentiality.
- Summer interns are working in the heat with young children. Summer attire is expected but should be appropriate to our setting. Shorts and tops should be conservative and students working in our outdoor station must wear sneakers.
- The Pawling Library does not compensate summer interns for time spent or expense incurred.
- Summer interns working in the Library have liability coverage for property damage and/or bodily injury to others which results from the performance of their volunteer duties, and to themselves, if the Library is negligent.
- Summer interns are required to record their hours of service. This information is reported to the Board of Trustees and provides information that will be included in the student's service letter..
- The Pawling Library summer interns are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as the employees. This includes giving your full attention to your work at the library. *Cell phone use, texting and socializing with peers outside of the program is not permitted while you are helping with our program.*
- The Library Director reserves the right to adjust or terminate a summer intern's service.