

New Berlin Public Library Teen Summer Volunteer Application



Summer 2024

Interested volunteers should fill out this application themselves. PLEASE PRINT.

A parent/guardian signature is required if under 18.

Teens 18 yrs. and older need to fill out an adult application, but should still fill out this form.

****Volunteers need to be 12 years old or older****

NAME: _____ AGE: _____ DATE: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

Best time to contact: _____

Best way to contact: _____

Teen Signature: _____

Parent Name: _____

Parent Signature: _____

Parent Email _____

Emergency Contact: _____

Emergency Contact Phone: _____

Please tell us why you are interested in volunteering at the New Berlin Public Library:

Questions about volunteering?

Please contact Christine by email at cweichart@newberlinlibrary.org or Jessica at jmadey@newberlinlibrary.org. Applications can be dropped off at either reference desk, circulation desk, or emailed to Christine or Jessica.

Thank you.

The City of New Berlin does not discriminate on the basis of age, sex, national origin, ancestry, creed, marital status, sexual orientation or physical, emotional or learning disability. The New Berlin Public Library welcomes persons of all abilities to participate in its programming. Should you require accommodation, please contact the Library at 262-785-4980.

New Berlin Public Library – Teen Volunteer Form



Volunteers are needed for the following activities, dates and times. Please check the box next to each activity if you are interested. Indicate which days you are not able to commit to, if any. You will be contacted by the end of May on your schedule. Volunteers are assigned programs as forms are turned in.

NOTE: Once you receive your schedule, please let us know ASAP if you are unable to come in. We rely on your help with the programs. Thanks.

Children's Programs: **NOTE: There are limited volunteer spots per activity.**

- ☐ **Cardboard Creations - Community Room.** Date & Time needed: Monday, June 17, 12:30-2:30pm. Responsibilities: Volunteers will be in charge of helping to set up/take down room, take attendance, sit in on the program, and alert librarian of any problems.
- ☐ **Family Movie Afternoon - Community Room.** Date & Time needed: Monday, July 15, 12:30-3:30pm. Responsibilities: Volunteers will be in charge of helping to set up/take down room, take attendance, sit in on the program, and alert librarian of any problems.
- ☐ **Kids' Crafternoon - Youth Services Program Room.** Dates & Time needed: Thursdays – June 20, June 27, July 11, and July 18, 12:30-3:15pm. Responsibilities: Assist with set up & take down of tables and craft supplies and assist with craft instruction, refresh supplies, and clean up as needed. Take attendance count.
- ☐ **Family Performers – Community Room.** Dates & Time needed: Tuesdays - June 18, 25 and July 9, 16. 12:30-2:30pm. Responsibilities: help set up, assist performer with set up as needed, take attendance count, and help performer with take down as needed.
- ☐ **Lego Club - Youth Services Program Room.** Dates & Time needed: Wednesdays- July 10, 17, 24, 31, 12:45-2:15 pm. Responsibilities: Put out Legos in Youth Services Program Room, take attendance count, and sit in on Lego Club and alert librarian on duty of any problems. Assist with clean up after Lego Club is over.
- ☐ **Summer Celebration - Library Green.** Date & Time needed: Tuesday, July 23, 12:30-3:30pm. Responsibilities: Assist with set up of party (outside) and take down. In addition, you will be assigned to run a game or craft. Instructions will be given.

Other Opportunities:

- ☐ **MakerStudio Stock and Clean - MakerStudio.** Dates & Time needed: Thursdays and/or Fridays – June through August. Responsibilities: Clean craft tables, vacuum, restock supplies and crafts.
- ☐ **Tween/Teen Program Prep - TBD.** Dates & Time needed: TBD. Help prep materials for programs.
- ☐ **Safety Saturday – Children's WI-New Berlin Clinic Parking Lot, 4855 S Moorland Rd.** Date & Time needed: May 18th, event is 9-1. Volunteer time and responsibilities: TBD.
***Volunteers need to be 16 years of age or older.**

*Please list any scheduling conflicts you have so library staff can arrange schedules accordingly: (Vacations, Camps, Summer School, Sports, Work, Appointments, etc.)
