

**TREDYFFRIN PUBLIC LIBRARY  
CHILDREN'S DEPARTMENT  
VOLUNTEER APPLICATION  
Summer 2022**

Tredyffrin Public Library  
582 Upper Gulph Road  
Strafford PA 19087  
tredyffrinlibraries.org  
610.688.7092

Michele Bolay  
Volunteer Coordinator  
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x214

**STAFF ONLY**

Today's date: \_\_\_\_\_ Staff initials: \_\_\_\_\_

**HOW TO APPLY:**

1. Please do not staple anything! Paper clips are fine.
2. Fill out this application AND the township waiver completely.
3. Register for a mandatory orientation meeting in May or June via our event calendar: <https://www.tredyffrinlibraries.org/virtual-calendar/>
4. Return completed forms one of three ways:
  - \* In person at the Children's Desk
  - \* Through the US mail
  - \* Via email, with the forms as attachments. **Attachments must be sent as PDFs.**
5. Keep the info sheet.

**PERSONAL INFORMATION**

Age (as of June 1, 2022) \_\_\_\_\_

*Applicants must be at least 13 years old by June 1. Applicants ages 18+ must provide clearances.*

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Is there another name you prefer to be called? \_\_\_\_\_ Would you like to share your pronouns? \_\_\_\_\_

FULL mailing address: \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Parent email: \_\_\_\_\_ @ \_\_\_\_\_ Parent phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**AVAILABILITY**

Shifts are usually 2 hours once a week. We need to know your GENERAL availability ONCE THE SCHOOL YEAR ENDS. Please indicate that below by choosing **at least 5** potential shifts (you may choose more than 5). Number them based on your preferences, with #1 being your first choice. Special attention will be given to current and returning volunteers when assigning shifts. We try to work with everyone's schedules, but extremely limited availability can affect your likelihood of being selected.

10 am-12 pm	11am-1pm	12pm-2pm	1pm-3pm	2pm-4pm	3pm-5pm	4pm-6pm	5pm-7pm
n/a	n/a	___Sunday*	___Sunday*	___Sunday*	___Sunday*	n/a	n/a
___Monday							
___Tuesday							
___Wednesday							
___Thursday							
___Friday	___Friday	___Friday	___Friday	___Friday	___Friday	n/a	n/a
___Saturday	___Saturday	___Saturday	___Saturday	___Saturday	___Saturday	n/a	n/a

*\*the library is currently closed on Sundays but we hope to be open 7 days a week this summer*

Please list ALL dates below on which you will NOT be available to volunteer. We can work around these dates only if we know what they are and we have advance notice. Be as specific about conflicts as possible by listing the actual dates.

## TRAITS AND INTERESTS

### TRAITS

Please tell us a little about yourself so we can match you with tasks that fit your strengths and preferences. Everyone is different and thus there are no right or wrong choices; each task requires a different skill set. Please check only ONE from each numbered line, choosing the description that best matches you MOST of the time. Checking both options in any question does not improve your chances of being selected.

- I am: \_\_\_\_\_  
**OR** Extroverted - I'm the life of the party! \_\_\_\_\_
- I work best:  
**OR** When tasks are open and require creativity \_\_\_\_\_
1. When tasks are routine and require detail \_\_\_\_\_  
**OR** In a lively, busy environment \_\_\_\_\_
2. In a calm, quiet environment \_\_\_\_\_  
**OR** With a partner or in a group \_\_\_\_\_
3. Independently once I am given instruction \_\_\_\_\_  
**OR** On projects related to the arts and humanities \_\_\_\_\_
4. On projects related to STEM topics \_\_\_\_\_  
**OR** Where I can be social and outgoing \_\_\_\_\_
5. Where I can be thoughtful and focused \_\_\_\_\_  
**OR** Switching back and forth between tasks \_\_\_\_\_
6. On one task at a time or I become overwhelmed \_\_\_\_\_  
**OR** Interacting with young children (under 7 years old) \_\_\_\_\_
7. Interacting with older children and their parents \_\_\_\_\_

### INTERESTS

Is there anything else you'd like to tell us about yourself?

## ORIENTATION

All volunteer candidates **MUST** attend one orientation meeting in May or June with a parent (ideally the parent who will be providing transportation and/or communication). Please register via <https://www.tredyffrinlibraries.org/virtual-calendar/>. **Your application will not be accepted until you are registered for an orientation in either May or June.**

### IN PERSON

All applicants are strongly encouraged to attend an in-person orientation, regardless of the volunteer position they are seeking. However, if you want to be considered for an in-person volunteer position, you **must** attend an in-person orientation.

### VIRTUAL

As our programs are moving back to onsite rather than on Zoom, we will have only a VERY limited number of virtual volunteer positions available this summer. While all applicants are strongly encouraged to attend an in-person orientation, those interested only in virtual volunteering may attend one of the virtual orientation meetings via Zoom.

## COMMITMENT

I certify that I have provided accurate information on all forms, that I will attend my orientation meeting, that if selected I commit to being reliable and prompt and fulfilling my duties as a volunteer, and that I will maintain close email contact with the Volunteer Coordinator and alert her to any changes or emergencies ASAP.

Volunteer's signature \_\_\_\_\_ Date: \_\_\_\_\_

I certify that I will support my teen volunteer by attending their orientation meeting, by maintaining close email contact with the Volunteer Coordinator, and by making sure my teen supports the library through their reliability and promptness.

Parent's signature \_\_\_\_\_ Date: \_\_\_\_\_

### VOLUNTEER COORDINATOR ONLY

Waiver \_\_\_\_\_ Orientation meeting \_\_\_\_\_