

VolunTeen Guidelines & Activities

****Please note the document below is intended for volunteering within the library but is still applicable for Virtual VolunTeens****

Eligibility

A VolunTeen must be between the ages of 12 and 19 to apply, qualify, and gain community service hours as a volunteer at PPLS. They must also complete the Teen Volunteer Application.

In Case of Emergency

In case of sickness or an emergency a VolunTeen must contact or leave a message with Library staff if they were expected in and can't make it.

Phone: 804-733-2387 or email ppls youthdept@gmail.com.

Contact With Your Supervisor

All communication about volunteering at PPLS will be conducted through email so be sure to check your email frequently for updates, volunteer hour opportunities, and shift assignments! If you change your email let us know.

Lateness

Being late for volunteer hours is not acceptable. Being a VolunTeen means people are depending on you whether you are assisting running events at the library, organizing, or completing projects. Be here on time or call ahead if you anticipate being late, are unable to attend, or in case of emergency.

Dress

Please dress appropriately for a public library. Shorts are okay but please do not wear swimsuits, bare bellies, bare feet, hats, or anything that would be inappropriate for school. The library has a fluctuating temperatures so you may want to bring extra layers of clothing in case of extreme temperature differences.

Volunteer Duties

Volunteering at PPLS is scheduled in advance only, no drop-in volunteering please.

A VolunTeen may have a range of responsibilities and tasks that he or she will be assigned that may include: helping with events (advance preparation, set up, breaking down etc.), edging books, shelf reading, and more. A VolunTeen is not responsible for helping patrons find books, answering reference questions, or doing clerical or page duties done by paid staff.

Keeping Track of Volunteer Time

A VolunTeen is responsible for keeping track of all service hours and dates completed. The Youth Services Librarian will also keep track of hours earned and they will be available upon request. When a volunteer completes their required hours it is the responsibility of the volunteer to inform the Youth Services Librarian whether they are finished volunteering or want to continue.

Volunteer Badges

VolunTeens must wear PPLS Volunteer Badges at all times when volunteering at or for the library.

Mobile Devices

Please no use of cell phones (even texting), MP3 players, tablets, or other personal or electronic devices, headphones, or ear buds, during volunteering unless you ask and are given permission in advance.

Ask For Help

Library staff is here to help you! If you have questions ASK! (We don't bite)

Recognition

Proof of service forms and letters must be requested by the volunteer, to their supervisor, well in advance of the due date. Forms can be completed, letters written, and certificates issued as proof of service if a VolunTeen needs one for school/honor society/religious group, etc.