

# Teen Volunteer Service Agreement

Teen volunteers provide assistance with Arapahoe Library District’s Summer Reading Program and other events at the library. Teen Volunteers are positive examples for younger patrons and encourage library usage and a love of reading.

Before beginning their service, Teen Volunteers must sign this Teen Volunteer Service Agreement.

As a Teen Volunteer at the Arapahoe Library District, I, \_\_\_\_\_, agree to the following:

1. I will arrive on time, sign-in and notify a staff member I am here. If I am unable to do this I will email \_\_\_\_\_, giving 24 hours notice when possible.
2. I will remain on task until my time slot has ended (except for restroom breaks) unless a staff member has asked me to do another task and I will notify a staff member when I am taking any sort of break or leaving for the day.
3. I will speak with my Branch Volunteer Contact if I need to make changes to the schedule.
4. I will perform my duties as assigned in a pleasant manner. If I have any questions about what I am to do, I will ask a staff member.
5. I will refer patrons to the staff members on duty when questions arise that are not directly related to my job.
6. I will be courteous and respectful to library patrons, staff and other volunteers at all times.
7. I will use the phone only with the permission of a staff member.
8. I will not bring food into the library during my volunteer shift.
9. I will wear a volunteer nametag when I am working.
10. I will wear appropriate attire to the library (no bathing suits, no bare mid-ribs, no short-shorts, no short skirts, no clothing with offensive or threatening messages).
11. I will keep socializing to a minimum. Visitors, relatives and friends are welcome to use the library but may not participate as volunteers.
12. I will not use electronic equipment while on duty, including text messaging, listening to music, playing on the computer or playing games unless given special permission.
13. I will keep my cell phone in my pocket on vibrate and will not make or receive any calls that are not emergencies.
14. I understand that any use of drugs, alcohol, weapons, or any form of theft, violence, or bullying are a violation of ALD’s [Patron Code of Conduct](#) and are grounds for immediate termination and/or prosecution.

Volunteer Signature

\_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_ Date \_\_\_\_\_