



## Teen Volunteer Opportunities at the Newport Public Library

### Agreement for Student Volunteering at the Newport Public Library (NPL)

The Library accepts responsible volunteers between the ages of 12 and 19 *who are currently enrolled in upper middle school, high school, or an equivalent program*. Volunteer work may be applied towards requirements set forth by their respective schools, clubs or other organizations. Student Volunteer opportunities are not available to those who must fulfill judicially mandated community service.

Approved Student Volunteers will be assigned tasks under the supervision of a designated NPL staff member and/or the Library Director. Volunteers must be capable of working independently, with minimal supervision, during some or all of their volunteer shifts. Those seeking to volunteer at the Library must abide by general principles of public service, remaining polite and helpful at all times. Volunteers may be asked to assist with tasks that involve lifting and carrying bulky or heavy items; the volunteer must be able to push, pull, maneuver, operate, and negotiate book trucks. While computer work may be required for some volunteer assignments, Student Volunteers are not permitted to access the Library's circulation software at any time.

Volunteer shifts may be scheduled between 9:00 AM and 8:00 PM at the discretion of the assigned NPL staff member and/or the Library Director. Students may volunteer no more than 3 hours per day, and volunteer hours cannot overlap school hours.

Student Volunteers are not considered employees of the Library for any reason and will not receive compensation for their volunteer service. The Library reserves the right to end Student Volunteer agreements at any time.

By signing this agreement, the volunteer (and their parent/guardian) consents to receive communications via email for matters related to the volunteer role.

#### Volunteer Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

Birthday: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

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**Volunteer:**

*I have read and understood the terms of this volunteer agreement.*

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_

***For students working towards volunteer credits:***

Name of School/Organization: \_\_\_\_\_

Number of Hours Required: \_\_\_\_\_ Expected completion date: \_\_\_\_\_

Teacher/Advisor Name: \_\_\_\_\_

Teacher/Advisor Email: \_\_\_\_\_

**Parent/Guardian:**

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_

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**Library Director:**

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_

**NPL Staff - Volunteer Supervisor:**

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_