

# TEEN VOLUNTEER AGREEMENT

Teen volunteers provide assistance to Arapahoe Libraries. 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 for Arapahoe Libraries, 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 Teen 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 wear a volunteer nametag when I am working.
9. I will wear appropriate attire to the library (no bathing suits, no bare mid-riffs, no short-shorts, no short skirts, no clothing with offensive or threatening messages).
10. I will limit cell phone use to permitted areas.
11. I understand that any use of drugs, alcohol, weapons, or any form of theft, violence, or bullying are a violation of Arapahoe Libraries Patron Code of Conduct and are grounds for immediate termination and/or prosecution.

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Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

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Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

