



VolunTEEN FAQ

Everything you want to know about becoming a KCPL VolunTEEN!

Why should I become a VolunTEEN? Volunteering at KCPL will give you the opportunity to learn new skills, gain public service experience, and become familiar with the operations of a public library. It's also a great way to meet new people and make new friends while earning required service hours for school.

Who can become a VolunTEEN? Teens ages 12 (by May 31) – 18 (not a high school graduate) may apply for the VolunTEEN program. High school graduates are ineligible.

We are unable to accept volunteers in need of court-ordered community service.

How do I apply? VolunTEEN applications will be available at kanahwalibrary.org and at all KCPL locations beginning March 5, 2018. Returning VolunTEENs are required to complete a new application. Applications must be completed and returned by **April 30, 2018**. Applications returned after **April 30, 2018** will not be considered.

What will I do as a VolunTEEN? VolunTEENs will be responsible for a variety of tasks that vary based on location or department. The following are examples of typical VolunTEEN work:

- Assisting with special events and programs.
- Helping prepare for programs and displays.
- Shelving approved library materials.
- Tidying assigned areas of the library.

When does the VolunTEEN program start? The VolunTEEN program runs concurrently with Summer Library Club, June 1 – July 31. New VolunTEENs will be required to attend an orientation in May. VolunTEENs may be contacted individually for volunteer opportunities throughout the rest of the year.

How will I know if I've been accepted into the VolunTEEN program? Applicants selected to serve as VolunTEENs will receive an email and/or phone call.

If accepted into the VolunTEEN program, how many hours will I work? VolunTEENs typically work 1-2 weekly 2-hour shifts depending on the needs of their assigned location. VolunTEENs are not permitted to work longer than 4 hours in a day. VolunTEENs must work a minimum of 10 hours in order to complete the program and to receive an invitation to the reward party.

If accepted into the VolunTEEN program, what sort of training will I receive? New VolunTEENs and their legal guardians will receive general training at a required orientation in May. All VolunTEENs will receive training for specialized tasks during their volunteer shifts.