



Teen Volunteer Policy

- Teens must be at least 14 years old to volunteer.
- All teens must fill out a volunteer application and hand it in to any library staff.
- Prior to volunteering, all teens must meet with the Library Director.
- Each teen is responsible for filling out their own Volunteer Timesheet in the volunteer folder each time they volunteer.
- Each teen will be given a volunteer badge to wear while at the library.
- The library staff is here to help you! If you have a question, ASK! (We don't bite)

Attendance: All teens are responsible for coming to any program they have committed to. If you are unable to attend, please call the library at 716-665-3504 with as much notice as possible. Please make sure to schedule your volunteer opportunities with library staff – we will not be able to accommodate drop-in volunteers.

Personal Conduct: Volunteers are asked to be courteous and considerate of others. Please dress appropriately, your school dress code is a good standard. If patrons ask for assistance, you can direct them to the library staff. Volunteers are not permitted to use cell phones (even texting) during their scheduled time.

Resignation: Should you decide to leave the volunteer program, please notify the Library Director as soon as possible.

Falconer Public Library
101 W Main St., Falconer, NY 14733 * 716-665-3504
Website – falconerlibrary.org
Facebook – Falconer Public Library

The Falconer Public Library is part of the Chautauqua Cattaraugus Library System

Hours
Monday, Tuesday, Wednesday: 9 am – 6 pm
Thursday, Friday: 9 am – 5 pm
Saturday: 9 am – 1 pm

VolunTeen Opportunities at the Falconer Public Library

Teen Advisory Board (TAB) Meeting: Participating in our TAB meeting will be worth **1 hour of community service**. We want to hear from you: what programs, services, volunteer opportunities, events, & materials would you like to see at the Falconer Public Library?

In house maintenance: volunteer for an hour **once or twice** a month for **up to 2 hours of community service** (call or stop at the front desk to schedule your time slot)

- Adopt a Shelf (dust bookshelf and books, make sure books are in the correct order & looking nice)
- Cleaning toys
- Preparing Make & Take kits for children

Projects to complete at home:

- Teen book review (teens can submit up to **3 book reviews a month**, each completed review is worth **3 hours of community service**)
- Social media fun (teens can create and submit up to **2 short videos** promoting our library materials, services or upcoming special events **or trailers** for books you have read. Each acceptable social media post will be worth **1 hour of community service**)
- Teen questionnaire (only **1** online questionnaire can be submitted to receive **1 hour of community service**)

Library programming: (watch monthly calendar, call or stop at the front desk to schedule your time slot – each program will be worth **1 hour of community service**)

- Cards of cheer for senior citizens, veterans and soldiers, & ill children
- Chalk your walk (sidewalk chalk promoting reading and kindness)
- Seasonal decorations for nursing homes
- Bookmark design
- Game / puzzle buddies (play board games or puzzles with younger library patrons)
- Chess buddies (teach a younger library patron to play chess)
- Lego masters (build Lego creations with younger library patrons)
- Crafting buddies (assist younger library patrons with craft projects)
- STEM buddies (assist younger library patrons with a prepared STEM project)
- Beginning coding (teach younger library patrons the basics of coding)
- Book buddies (listen and read to younger patrons)

Special event programming: (watch monthly calendar, call or stop at the front desk to schedule your time slot – **community service time will be based on the specific special event**)

- Helping with Summer Reading events
- Helping with Christmas In July event
- Helping with the annual book sale