



26 HIGH STREET  
MEDWAY, MASSACHUSETTS 02053  
Tel: 508-533-3217 Fax: 508-533-3219  
<https://www.medwaylib.org>

## Medway Public Library - Teen Volunteer Application Form

*Please return to Medway Library Circulation Desk- attn: Sam Wallace*

### Personal Information

Applicant Full Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Current Grade Level: \_\_\_\_\_

Parent/Guardian Contact Information (Phone Number or Email):

\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Emergency Contact Phone Number: \_\_\_\_\_

Emergency Contact's Relationship to Applicant: \_\_\_\_\_

Why would you like to volunteer for the Medway Public Library? (4-5 sentences)  
*If you are in a specific program for volunteering, or need a certain number of hours,  
please include that information here.*

What skills can you bring to the library, or what ideas do you have for the Medway Public Library? (4-5 sentences)

## Volunteer Expectations

Volunteering at your local library is a great way to build your skills while giving back to your community! While these are the standard volunteer options for teens, we welcome any additional ideas or projects that you would like to work on.

All volunteers will be trained on basic library tasks including but not limited to: organizing and cleaning materials, shelving and assisting with circulation tasks, preparing supplies for programs, etc. Some shifts or volunteers will have particular projects or tasks assigned, based on library need and volunteer skillset. **We have a specific need for volunteers to serve food during our summer meals program- if you are interested, please select that shift(s) on the schedule page.**

**All volunteers must attend one orientation prior to their first independent volunteer shift.** Our teen volunteer orientations will be held on:

Thursday June 11th from 6 to 8 pm **or**

Saturday June 13th 9 to 11 am **or**

Saturday June 13th 12 to 2 pm

**Please circle the above orientation session that you can attend.**

***If you are unable to attend these dates, please reach out to Sam via email to schedule another orientation session.***

Volunteers will be expected to sign in and sign out of their shift to track their volunteer hours, and will be expected to complete the tasks assigned to them. Volunteers will be expected to represent the library well and will treat all staff and patrons with respect. Volunteers are expected to be attentive to small details, flexible and ready to help, and to bring a positive attitude. If issues or concerns arise, volunteers will meet with the Assistant Director to work through challenges.

Volunteering at the library is not a guarantee, nor is a top choice of task guaranteed.

## Agreement

I acknowledge that by filling out this application I am not guaranteed a volunteer spot, nor am I guaranteed my top choice of assignments. I acknowledge that, when volunteering at the library, I will do my best to treat staff, patrons, and other volunteers with respect. I will listen to instructions provided by library staff and complete tasks to the best of my ability. I acknowledge that, if I do not comply with my assigned tasks or with the instructions of the library staff, that my volunteer hours may be ended.

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

**Please complete schedule and return to the Medway Public Library Circulation Desk for Sam Wallace**

**Questions, comments, or concerns can be directed to Sam Wallace: [swallace.mwy@minlib.net](mailto:swallace.mwy@minlib.net)**

**Please circle all the days and times you are available to volunteer:**

What date are you available to start volunteering?: \_\_\_\_\_

**Mondays**

- Morning: 9 am to 11 am
- Early Afternoon: 12 pm to 2 pm
- Late Afternoon: 2 pm to 4 pm
- Evening: 4 pm to 6 pm

**Tuesdays**

- Morning: 9 am to 11 am
- Early Afternoon: 12 pm to 2 pm
- Late Afternoon: 2 pm to 4 pm
- Evening: 4 pm to 6 pm
- Summer Meals: 5:30- 7:30 pm**

**Wednesdays**

- Morning: 9 am to 11 am
- Summer Meals: 10:30 am- 12:30 pm**
- Early Afternoon: 12 pm to 2 pm
- Late Afternoon: 2 pm to 4 pm
- Evening: 4 pm to 6 pm

**Thursdays**

- Morning: 9 am to 11 am
- Summer Meals: 10:30 am - 12:30 pm**
- Early Afternoon: 12 pm to 2 pm
- Late Afternoon: 2 pm to 4 pm
- Evening: 4 pm to 6 pm

**Fridays**

- Morning: 9 am to 11 am
- Early Afternoon: 12 pm to 2 pm
- Late Afternoon: 2 pm to 4 pm
- Evening: 4 pm to 6 pm

**Saturdays**

- Morning: 9 am to 11 am
- Early Afternoon: 12 pm to 2 pm
- Late Afternoon: 2 pm to 4 pm
- Evening: 4 pm to 6 pm

We know schedules change- please let us know if there are specific dates you are unavailable!

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