

**Children's Room Student Volunteer Orientation**

**Hello and welcome!**

On behalf of the Children's Room Staff, we'd like to thank you for your willingness to volunteer with us. Volunteering not only helps the Library, but it also provides you with practical work experience in a fun and friendly environment!

We find that the volunteering experience is most successful for both the student and the Library when the following guidelines are observed:

1. The student must be age 12 or older and should have completed 5th grade.
2. The Library will make every effort to find age and skill appropriate tasks for the student to complete.
3. The student and the Children's staff will work together to arrange specific volunteering times. Normally, student volunteers work for an hour once or twice a week. Although exceptions are made on rare occasions, this amount of time seems ideal for most situations. If the student needs a specific amount of hours, the Library will attempt to accommodate him/her.
4. Library staff will keep track of volunteer times on a log kept in the Children's Room. If a student requires documentation of volunteer activities, library staff will print him/her a letter upon request.
5. The student volunteer arrives on time and ready to work. The student will not use any portable electronic devices, such as mp3 players or ipods, during his/her scheduled volunteer time. The use of cellular/digital phones may only be used in designated areas.
6. If unable to attend scheduled hours, the volunteer must inform a member of the Children's Room staff as soon as possible by calling **845-268-7700**. Unexplained absences and/or excessive excused absences may result in discontinuation of the volunteer position.
7. The volunteer stays on task and follows directions with a helpful attitude. We expect the volunteer to take his/her responsibilities seriously and put forth a commendable effort on each task that he/she is asked to complete.
8. When Library patrons require assistance, the volunteer must refer them to a staff member. Library staff members have been trained to help patrons and it is part of their job; the volunteer has other jobs to do.
9. Please remember that the library is a **professional** environment. As a volunteer, *the student is a representative of the Valley Cottage Library* and must dress and behave appropriately at all times.
10. If the above guidelines are not followed, the volunteer or his/her supervisor may discontinue the position.

If you understand and agree to follow the above expectations, please sign below. We also require that your parent or guardian sign below to indicate his/her willingness to encourage you to follow volunteer requirements.

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**Student volunteer signature**

**Date**

**Parent / Guardian Signature**

**Date**

If you have any questions about your volunteer service, please do not hesitate to let us know. Again, thank you for your willingness to donate your time, energy and skills. We really appreciate it! We look forward to working with you.

Sincerely,

*Danielle Connolly*  
Head of Children's Services

*Rebecca Reed*  
Children's Assistant/Volunteer Supervisor