

VOLUNTEEN APPLICATION (TEENS)

Greater Sudbury Public Library (GSPL) believes that volunteers play a unique and vital role in the delivery of library services in our community, and welcomes youth, Grades 9 – 12, who would like to experience the gratification of helping others.

By volunteering at a library, you can make a difference while using and developing your skills and abilities.

To be considered for a volunteer position, please fill out this application and return it to any public library location within Greater Sudbury. Not all applicants will be selected for an interview. Similarly, an interview helps determine whether there is a good fit for you within the organization but does not guarantee a placement.

CONTACT INFORMATION <small>(PLEASE PRINT CLEARLY)</small>		I PREFER TO BE CONTACTED BY: <input type="checkbox"/> PHONE <input type="checkbox"/> EMAIL	
Last Name		First	
Address		City / Prov.	Postal Code
Phone <small>(please print clearly)</small>		E-mail <small>(please print clearly)</small>	
Library Card #		What languages do you speak? <input type="checkbox"/> ENGLISH <input type="checkbox"/> FRENCH	
School		Grade <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	
Emergency Contact Name			
Emergency Contact Phone			
AVAILABILITY			
I am available starting on:		Preferred library location to volunteer at:	
How many hours can you commit to? Check one: <input type="checkbox"/> 10 hours (minimum) <input type="checkbox"/> 20 hours <input type="checkbox"/> 30 hours <input type="checkbox"/> 40 hours			
AREAS OF NEED			
Please indicate your areas of interest:		<i>(Note: Neither references nor police checks are required for VolunTeen roles)</i>	
<input type="checkbox"/> General Volunteer	Ongoing – Help with branch needs – may include cleanup projects, program prep or technology.		
<input type="checkbox"/> Local History	Ongoing – Weekly @ Main Library only : Scanning; data entry. Min. Commitment = 3 months		
<input type="checkbox"/> Program Helper	Ongoing – Frequency TBD: Assist Library Programmers with programs.		
<input type="checkbox"/> Special Event Helper	Seasonal – Help set up / take down / other roles as needed for event.		
<input type="checkbox"/> Tech Tutor	Ongoing – Weekly up to 40 hours: Training basic technology skills – Min. Commitment = 10 hours		
<input type="checkbox"/> Makerspace	Ongoing – Weekly @ Main Library only – Min. Commitment = 3 months		

Branch Volunteer Coordinators: Keep this form for the period this volunteer is active. (Retention period of 2 years)

Updated 2023 May

VOLUNTEEN PROGRAM

GSPL VolunTeen Program strives to provide volunteer opportunities for students currently attending any high school in the City of Greater Sudbury who need to fulfill their Community Service Hours requirement before graduation. Orientation and appropriate training for all volunteer positions is provided by the library.

HOW WILL THIS BENEFIT THE VOLUNTEERS?

- Youth who volunteer at the Library will gain valuable experience and skills they can include on their resumé
- Youth will be able to connect with other library patrons and members of their own local community
- Upon completion of their placement, the Library will issue a Letter of Reference and a confirmation of the total number of hours spent volunteering

HOW WILL THIS BENEFIT THE VOLUNTEERS?

- GSPL is searching for more ways to connect with young people, and in areas they are naturally more comfortable, capable and interested
- GSPL is working toward making its locations more welcoming to youth
- Volunteers are able to dedicate more time to assisting others with technology at short notice or on-the-spot

DISCLAIMER AND SIGNATURE

If this application leads to a VolunTeen placement at Greater Sudbury Public Library, I understand that I am responsible for showing up to my scheduled volunteer shifts or notifying the Library when I am unable to do so, and that missed shifts will not count toward Community Service Hours requirement. Missing 2 consecutive shifts without notifying the Library will result in termination of this placement.

I certify that the statements made are true and complete, to the best of my knowledge. I understand that an incomplete application will not be considered, and that providing false or misleading information may result in dismissal, regardless of the time of discovery.

I understand this is strictly a volunteer position and I will receive no remuneration for services and time volunteered. I understand that to ensure the safety of GSPL clients, I may be asked to undergo a Vulnerable Sector Screening Check.

I hereby agree to respect the confidentiality of all information that I may receive regarding clients, staff or volunteers of Greater Sudbury Public Library, while volunteering at the library and after the withdrawal of service.

The personal information on this form is collected under the authority of the section 10 of the Municipal Act, 2001, S.O. 2001, c. 25 for the purpose of facilitating volunteerism at GSPL locations. Questions about this collection of this personal information may be directed to the Manager of Libraries and Heritage Resources, 74 Mackenzie Street, Sudbury on P3C 4X8 or by phone at 705-674-4455, extension 4769.

Signature:

Date:

Parent/Legal Guardian's Signature:

Date:

STAFF USE ONLY – BY INITIALING THE FOLLOWING I CONFIRM THAT:

The VSSC is not required for this position. **No direct contact with public / VolunTeen.**