

People to Know at MPL

These are full-time staff members you will work with and/or see often. There are many other part-time staff you should get to know as well!

Lisa Sedita, extension 2238
Youth Services Supervisor
lisa.sedita@montclair.bccls.org

Enola Romano, extension 2262
Youth Services Information Specialist

Kiersten Paine, extension 2240
Young Adult Librarian

Matilda Williams, extension 2261
Senior Library Technician

Deivis Garcia, extension 2263
Senior Library Technician

Volunteers' Calendar:

<http://www.montclairlibrary.org/teen-volunteers-calendar/>

MAIN LIBRARY NUMBER: 973-744-0500
Youth Services Desk, extension 2236

REMEMBER: Inform us as early as possible if you can't volunteer when scheduled.

To do this, call **973-744-0500** extension **2236**.

Teen Volunteer



Manual 2017

MONTCLAIR PUBLIC LIBRARY

Youth Services Department

50 South Fullerton Avenue

Montclair, NJ 07042

973-744-0500 x2236

www.montclairlibrary.org



the center of the Montclair community

Why Volunteer at the Library?

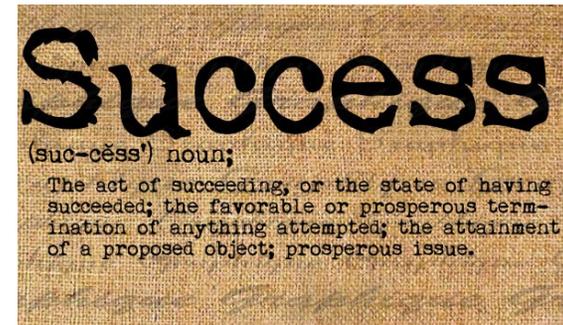


- Do you want to learn job skills and values?
- Do you want an activity that will look great on your college application?
- Do you like being around people of all ages?
- Do you love books and learning?
- Do you want to fulfill community service requirements for school?
- Do you want to help make a positive difference in your community?
- Do you like to have FUN?!

If you answered yes to any of these question
then the library is the right place for you!

Tips for Successful Volunteering

- **Expect to feel a little nervous at first.** *Everyone* feels tense the first couple of days on a new job. As you get used to your surroundings, you'll feel better.
- **Watch what others are doing.** Does a page who has worked at the library for a while have a special technique for shelving picture books? Does one of the librarians have a way with kids? Learn from others as much as you can.
- **Ask Questions.** We prefer you to ask questions and do the job correctly than to be silent and do it the wrong way.
- **Lighten up.** Try to have a good time. Studies show that learning something new is easier when you aren't overly stressed about it.
- **Keep things in perspective.** Remember that this is one of *many* work experiences you will have in your lifetime. And the more such experiences you have, the better decisions you will make for yourself in the future.



What We Expect of Volunteers



- **Dependability!** We create our schedules for volunteers and staff in advance. If you don't show up, we have to scramble at the last minute to find a replacement—and we often can't. An unexcused absence will result in dismissal from the volunteer program.
- **Honesty!** If you love volunteering at the library let us know! Likewise, if there is something you don't like about volunteering at the library, tell us. We may be able to help. If, in spite of everyone's best efforts, you're still unhappy here, we'll understand if you choose not to volunteer anymore.

Similarly, *we'll* be honest with *you*. We'll speak to you if you are unable to meet our expectations. If we need to speak with you a second time, we may suggest you find another volunteer opportunity more suitable to your interests.

- **Respect!** We know you want (and deserve) to be treated with respect. Please treat the Library staff, patrons, and other volunteers with respect, too. Come talk to staff or the volunteer coordinator if you are having a problem with a patron or fellow worker. We'll help you work it out.

Requirements for Volunteers

- You must be fourteen years old.
- You must live and/or go to school in Montclair.
- You must fill out a Volunteer Application.
- You must sign a Volunteer Contract and a parent or guardian must sign the Family Contract, and you must bring it with you on the first day of work.
- You should enjoy being at the library and learning new things. You should also like working with people of all ages.
- You must attend an orientation and training session before starting your volunteer hours.



Volunteer Job Descriptions

All Volunteers must:

- Sign-in on their time sheet in the *YA Volunteer Binder* on the 3rd floor.
- Sign-out at the end of the shift.

Volunteer Activities:

What you do at the library will depend on staff needs and your own preferences. Here are some possibilities:

- Craft preparation and clean-up
- Assisting children during programming
- Shelving
- Greeting and crowd control
- Updating Summer Reading logs
- Handing out prizes
- Leading board game programs
- Shelf maintenance
- Special projects



Volunteer Guidelines

- We want you to have a good time while volunteering, but goofing off with friends or other volunteers while on the job is unacceptable behavior.
- Don't plan on babysitting a sibling while on the job...you'll be way too busy! If a brother or sister visits the library during your shift, he or she should be accompanied by a parent or caretaker.
- Keep the phones at the library desks free for incoming calls and staff use. If you need to call home, you may ask to use the library's phone. Cell phones may only be used in the café.
- Refrain from using the computers while working.
- Eat before you start work. Food and drink are strictly prohibited everywhere in the library (except the Café).
- Please dress comfortably, neatly, and appropriately for the job. **No shorts, short skirts, or torn jeans allowed.**
- If you come across a situation that makes you uncomfortable and/or encounter a difficult patron, please refer the matter to any library staff on duty immediately.
- Patrons who recognize that you work in the library might ask you questions. You may answer directional questions, such as, "Where is the copier?", or, "Where is the water fountain?". However, you must refer all other questions to the librarian on duty.