

OTHER TEEN VOLUNTEER OPPORTUNITIES

Teen Advisory Board (TAB)

TAB meetings are open to high school students. You do not need to live in Novi to join. One hour monthly meetings count towards community service hours if you are part of the Teen Volunteer Program.

TAB members will:

- * Plan, implement, and participate in teen programs
- * Create an inviting atmosphere at the library by maintaining a safe, attractive teen area
- * Promote ideas regarding the young adult collection
- * Promote and encourage reading by teens
- * Provide a forum for which teens can share ideas and improve relations between teen guests and the library

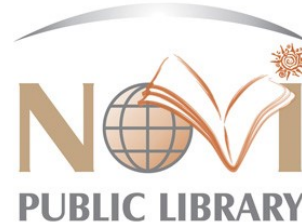
For additional information, please visit novilibrary.org/teens/teen-advisory-board

Summer Teen Leader Positions

Sponsored by the Friends of the Novi Public Library, two Summer Teen Leader volunteers are responsible for assisting the Novi Public Library staff with the Summer Reading Program (June through August). Summer Teen Leaders help individuals and families register for the Summer Reading Program, record books read, and redeem prizes. A \$500 stipend is provided upon successful completion.

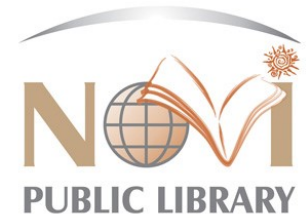
Questions?

If you have any questions about the Teen Volunteer Program, please visit novilibrary.org/teens/teen-volunteers.



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8/19 LG



TEEN VOLUNTEER PROGRAM



FREQUENTLY ASKED QUESTIONS

Who is eligible to be a teen volunteer at the Novi Public Library?

Teens must be between 14 and 17 years of age to volunteer at the library. (18+ years of age should apply to be an adult volunteer.) You do not need to be a Novi resident to volunteer. For teen volunteers, a background screening consent form and work permit must be on file and approved before volunteering can start. By completing a State of Michigan work permit, you agree to comply with all regulations.

What will I do as a teen volunteer at the library?

Teen volunteers will help us:

- * Assist staff during programs
- * Prepare craft materials
- * Shelf maintenance projects
- * And more!

What type of training is required?

There is no special training for teen volunteers. When you arrive for a shift, library staff will provide instructions on what is expected.

How many volunteer hours can I work?

Shifts vary according to the library's needs. Monthly sign-ups are sent electronically and shifts are available on a first-come, first-serve basis. Since we have a limited number of shifts, we cannot guarantee that all volunteers will be able to sign-up to help every month.

What time commitment is expected?

While there is no minimum requirement, the library follows the State of Michigan work permit regulations for days and times teens are eligible to volunteer. Please refer to the Child Labor Law / Youth Employment in Michigan on www.michigan.gov for more information.



What is the dress code?

All teen volunteers must follow the library's dress code policy. Please refer to the Teen Volunteer Handbook for the dress code policy.

How do I apply to be a teen volunteer?

Please visit the first floor information desk at the Novi Public Library to obtain a Teen Volunteer Information Packet. The packet contains the background screening consent form and work permit. Both of these forms must be on file and approved before volunteering can begin.

When can I start volunteering?

Please allow at least 3 weeks for your paperwork to be processed. After your paperwork is on file and approved, you will receive an email with instructions on how to access our online teen volunteer schedule. You will sign-up for shifts based on your availability.