

# NORTHBROOK PUBLIC LIBRARY SUMMER HIGH SCHOOL VOLUNTEER PROGRAM

## What you need to know

The Summer High School Volunteer Program will include groups and volunteer shifts in the library, with limited remote opportunities. Please read this entire document before submitting your application online.

## Requirements

- Volunteers must be attending high school in the fall of 2024 to participate in the Summer High School Volunteer program.
- Volunteers must be able to commit to completing 8 hours of service between June 3 and August 11.

## Scheduling with Volgistics

- The Summer High School Volunteer Program will use Volgistics's VicNet for scheduling.
- When you submit your application online, you will create a password for your account; the email you provide on your application will be used as the username.

## Communication

- Email will be our main form of communication outside of meetings and shifts. Failure to reply to email communication will result in us calling you and your guardians on the phone to reach you.
- You must check your email regularly starting May 20, as that is how we will contact you in case of issues with your application and to offer each volunteer their position in our program.

## Scheduling

- Shifts are typically between 1 and 2 hours long depending on assignment.
- Typically volunteers will not be scheduled for more than one shift per day and per week. This is dependent on your schedule as well as your assignments. If you indicate that you want to work in 2 Groups that meet on the same day, at different times, please note in the Scheduling field of the application that you want to work at both. If it is an either/or situation, please note this in the Scheduling field.

## Summer High School Volunteer Appreciation Party

The Summer High School Volunteer Appreciation Party will be held on Thursday, August 8. Expect food, drinks, and gifts!

## ASSIGNMENTS

Please read the descriptions and requirements very carefully. On your online application you must select at least 1 assignment.

As long as it fits with your schedule, you can indicate interest in multiple assignments; you will be assigned a maximum of two assignments. If you select multiple assignments on your application Assignment Preferences, please note in the Scheduling field if you have a first choice. We cannot guarantee everyone will get their first choice, but we will take it into account when building your schedule.

### Group Assignments (learn more on page 3)

Our Group assignments offer teens specialized work in an area of personal interest, such as art, video editing, gardening, or books. Teens assigned to a Group will be working with a Group Supervisor on projects for the library.

### Summer Reading Desk Assistant (details on page 8)

Teens assigned to the Summer Reading Desk will be checking reading logs, distributing prizes, and doing general tasks as assigned.

### Department Assistants (details on page 9)

Teens assigned to be a Department Assistant will be helping in other departments in the library. Duties will be assigned by the individual departments.

### Program Assistants (details on page 10)

Teens assigned to be a Program Assistant will do program prep and clean up, in-program tasks, and other duties as assigned.

## Group Assignments

These groups offer the teens specialized work in an area of personal interest, such as gardening, art, or reading.

- As long as it fits with your schedule, you can indicate interest in multiple groups; you will be assigned a maximum of two groups.
- Interest in a Group does not mean you will be assigned to the Group. It will depend on the number of interested teens and availability. At the start of June you will receive an email confirming your group assignment.
- The Groups have specific requirements, such as skills or availability. If you cannot meet the requirements, you are not eligible for the Group.
- Each group will require volunteers to work 8 hours over the summer and has a minimum number of sessions to attend; if you are interested in extra hours, most groups will provide additional hours and allow you to attend additional meetings.

### Garden Group (8 volunteers)

Supervisors: Miles Schwartz and Amanda Margis

Volunteers in this group will be maintaining the Food Pantry plot in the Northbrook Community Garden, located behind Village Hall. All produce will be donated to the Northfield Food Pantry. Garden maintenance will include planting, weeding, watering, and harvesting. All activity will take place outside no matter what the temperature is; in case of rain, sessions will move indoors to work on other projects.

Volunteers must be available to attend at least 8 of the following meetings:

Monday mornings, 10-11am

- June 10, 17, 24
- July 1, 8, 15, 22, 29
- August 5

Friday mornings, 10-11am

- June 14, 28
- July 12, 26
- August 9

## Craft Group (20 Volunteers)

Supervisors: Amanda Lopez and Sara Chase

Volunteers in this group will be assisting library staff with cutting and packaging themed crafts for our early learners. Our early learner crafts are a vital resource for the library to entertain and educate children through hands-on art projects, and are available all year long. Supplies to assemble the crafts will be provided to volunteers.

Volunteers will also work in pairs to create a booklist themed for the craft. Completed crafts will be due back to the library by Sunday, August 11.

Volunteers must be available to attend one of the following mandatory online orientation sessions: Tuesday, June 4 at 10:00 am OR Wednesday, June 5 at 2:00pm.

The rest of the work can be done independently from home, or at the library during the following dates and times:

Monday evenings, 6-8pm

- June 17, 24
- July 15, 22

Wednesday evenings, 6-8pm

- June 12, 19, 26
- July 17, 24

Volunteers will be expected to volunteer for at least 8 hours of their choosing and finish their assigned craft and booklist.

## YA Book Group (20 volunteers)

Supervisor: Stephanie Bremner

Do you love books and reading? Want to help the library keep our books and shelves looking great? Join the YA Book Group! Volunteers will create book displays, create decorations for the library's bookshelves, update booklists, pull worn materials for weeding and reordering, and come up with creative ways to help readers find great books to read.

Volunteers must be available to attend at least 4 of the following meetings, including the mandatory orientation on June 11.

Tuesday evenings, 5-7pm

- June 11 (MANDATORY), 18, 25
- July 9, 16, 23, 30
- August 6

## Chess Group (6+ volunteers)

Supervisors: Summer Kosuge and Jason Waclawik

Volunteers in this group will help run our Checkmates Drop-In Chess Program for chess players in Kindergarten through 12th grade. Volunteers will help pair up players for games and will also be expected to play against kids and teens.

Volunteers in this group must know how to play chess

Volunteers must be available to attend at least 3 of the following meetings:

Friday afternoons 3:30-5:00pm

- June 7, 14, 21
- July 12, 19

## Read to a Teen (5 volunteers)

Supervisors: Julianne Medel and Liz Becker

Reading buddies is a great way to help younger readers practice their reading skills with the support of a teen. Kids will read to or with a teen volunteer for about 10 minutes. Teens can help pick the books and encourage the kids as they develop as readers. This is a great way to mentor a younger child and help pass along the love of reading!

Volunteers must be available to attend at least 5 of the following meetings:

Wednesday afternoons 1:45-3:15pm

- June 12, 19, 26
- July 10, 17, 24, 31

## Stuffed Animal Sleepover Group (6 volunteers)

Supervisors: Jason Waclawik and Summer Kosuge

Volunteers in this group will be assisting library staff with the Stuffed Animal Sleepover program. Volunteers will be preparing activities, crafts, and photo opportunities for the sleepover. Depending on the activities selected by the group, some prep work may be completed at home.

The day of the program, volunteers can help with the stuffed animal registration or with photographing the stuffed animals at the sleepover. Teens with video editing experience can also help with creating the video.

Volunteers will be required to attend at least 4 of the following meetings.

Sleepover Prep: Thursdays, 10:30am-12:00pm

- June 6, 20
- July 11, 25

Stuffed Animal Registration

- Monday, July 29, 3:30-5:30pm

Stuffed Animal Sleepover

- Monday, July 29, 5:00-8:00pm

Stuffed Animal Sleepover Video Editing

- Tuesday, July 30 - Wednesday, August 7 anytime/remote

Stuffed Animal Slideshow

- Friday, August 9, 3:45-4:30pm

## Video Creation/Social Media Group (8 volunteers)

Supervisor: Stephanie Bremner

Do you love making TikToks and Instagram Reels? Volunteers will be working behind and in front of the camera to create videos that promote library events, recommend materials, and more. Get creative with your fellow volunteers and show off your social media skills.

Volunteers must attend at least 6 of the following meetings.

Wednesday afternoons, 2:30-4:00pm

- June 12, 19, 26
- July 10, 17, 24, 31
- August 7

## Art Group (3 volunteers)

Supervisor: Liz Becker

Help prep art supplies for all the different art programs, assist with running art programs, especially art in the park

Volunteers must attend at least 6 of the following meetings.

Prep sessions: Monday afternoons 2:00-3:00pm

- June 10, 24
- July 15, 29

Program days:

- Squeegie Art - Monday, June 7 3:45-5:15pm
- Art in the Park - Wednesday, June 26, 3:45-5:15pm
- Watercolor Painting - Monday, July 22, 3:45-5:15pm
- Art in the Park - Wednesday, July 31, 3:45-5:15pm

## Unicorn & Narwhal Storyfest Group (8 volunteers)

Supervisors: Amanda Margis and Jane Huh

Volunteers in this group will be assisting library staff with the planning and running of the Unicorn and Narwhal Storyfest program on Friday, July 26th. Volunteers will be preparing activities, games, crafts, and decorations for the event where we expect 100-150 attendees. Depending on the activities selected by the group, some prep work may be completed at home.

The day of the program, volunteers will help run the various stations and activities they helped plan along with Youth Services staff members. Costumes are encouraged!

Volunteers will be required to work a minimum of 8 hours between the in-person meetings and at home work.

Unicorn & Narwhal Storyfest Prep: Wednesday mornings 11:00am - 1:00pm

- June 12 & 26
- July 10 & 24

Unicorn & Narwhal Storyfest

- Friday, July 26, 2:30pm-5:30pm

## SUMMER READING DESK (15-20 Volunteers)

Supervisors: Amanda Margis and Stephanie Bremner

Volunteers will be working individually at our busy Summer Reading Desk. Teens will be checking reading logs, distributing prizes, and doing general tasks as assigned with the library's summer reading assistants. Volunteers should be great with kids, happy to talk with families, and ready for fast paced work (and the occasional quiet spell). Besides the mandatory training session, this assignment does not involve group work and as a result has many more opportunities to earn hours with a flexible schedule.

Volunteers must note on their applications what days and times they are unavailable for shifts. Each volunteer will be assigned a minimum of 4 shifts (for 8 hours total of volunteering). There will likely be opportunities for volunteers interested in more hours to take more shifts.

**MANDATORY TRAINING SESSION:** Thursday, June 6, 5-6:30pm

June 10 - August 11:

Monday-Friday

- 10am-12pm
- 2pm-4pm and (lower priority) 4pm-6pm

Saturday

- 10am-12pm, 2pm-4pm

Sunday

- 2pm-4pm



# DEPARTMENT ASSISTANTS

## Administration Department (1 volunteer)

The Administration Office is looking for one volunteer to work a 2 hour shift once a week to help with clerical tasks such as filing, data entry, cleaning, organizing and other duties as assigned.

Potential volunteers must be available to work at least 4 of the following meetings. Priority will be given to individuals who have more availability.

Thursday afternoons, 2-4pm

- June 13, 20, 27
- July 11, 18, 25
- Aug 1

## Adult Services (1 volunteer)

Adult Services is looking for 1 volunteer to assist with collection maintenance such as inspecting items for damage, pulling items from lists, suggesting items for and creating themed displays, and more.

Potential volunteers must be available to work at least 4 of the following shifts. Priority will be given to individuals who have more availability.

Wednesday mornings, 10:00am-12:00pm

- June 12, 19, 26
- July 3, 10, 17, 24, 31
- August 7

## PROGRAM ASSISTANTS (3-5 volunteers)

Youth Services is looking for volunteers to assist with individual programs through the summer. These programs include craft projects, performances, science experiments, storytimes, and other library activities. Typically the volunteer shifts will entail assisting the set up before the program, performing tasks during the program (working with the children participants and the library staff), and cleaning up after the program.

Volunteers will be assigned at least 4-6 programs to earn their 8 hours. There will likely be opportunities for volunteers interested in more hours to take more programs.

Volunteers should note in the Scheduling field of their applications any programs they prefer to work at, as well as any programs they are NOT available to volunteer for.

### 2024

#### Citizen Summer Science (2-3 volunteers)

Thursday, June 20, and July 18, 3:30-5:00pm

Assists with running the program

#### Dan Gogh's Magic and Art Show (1 volunteer)

Saturday, June 15, 10:15-11:30am

Assists with checking in for event

#### Mammals and More (2 volunteers)

Saturday, July 20, 10:15-11:30am

Saturday, July 20, 11:45am-12:30pm

Assists with checking in for event

#### Create Club (2-3 volunteers)

Tuesdays June 4, and July 2, 3:45 -5:15pm

Assists with running the program

#### Create Outside the Box

Tuesdays, June-August, 2:30-4:00pm

Assisting with creative projects and challenges

(See the table on the following page for dates, themes, and volunteer needs)

Create Outside the Box dates, themes, and volunteer needs

Date	Activity	Volunteers
6/11	Egg Drop	3
6/18	Air dry clay mosaic	2
6/25	Cicada Sketches	2
7/9	Switch	1
7/16	Watercolor spray art	2
7/23	Collage Art	2
7/30	Legos & Duplos	2

# NORTHBROOK PUBLIC LIBRARY SUMMER HIGH SCHOOL VOLUNTEER EXPECTATIONS

All policies and procedures of the Northbrook Public Library, including the Patron Code of Behavior, apply to volunteers.

## Teen Expectations

- Act as a representative of the library and treat all persons in a friendly and professional manner.
- Arrive 5 minutes before your shift in order to sign in at the Youth Services Desk at the iPad, obtain your nametag, and secure your belongings.
- Call Youth Services at (847) 272-4300 if you are running late for your shift.
- Give 24 hours notice (in person, by phone, or email) if you are unable to make your shift.
- If you are feeling sick or test positive for Covid-19 please let us know as soon as possible and stay home.
- Dress appropriately for each shift; wear the volunteer t-shirt for every shift.
- Actively participate in any mandatory training sessions.
- When working as a library volunteer, it is fine to greet family and friends, but excessive socializing is not appropriate.
- Please limit use of any personal electronic devices while volunteering.
- At the end of every shift, you must sign out at the Youth Services Desk at the iPad. Failure to do so may result in your hours being inaccurately logged.
- Regularly check your email and promptly respond to all communications regarding the NPL Summer High School Volunteer Program.
- Skipping two or more shifts, repeatedly canceling your shift and/or habitual lateness, or failing to respond to emails regarding your volunteer assignments will result in your dismissal from the program.
- Commit to completing a minimum of 8 volunteer hours between June 3 and Aug 11.
- We will follow the current COVID-19 guidance at the time of volunteering and keep volunteers up to date on any changes and ask for volunteers to be understanding and flexible.

## Parent/Guardian Expectations

Be sure to share these expectations with your parent/guardian:

- Make the NPL Summer High School Volunteer Program a priority in your teen's life.
- Expect your teen to be responsible for their volunteer shifts, training, and required meetings.
- Commit to assisting your teen in attending all shifts, training, and meetings.
- Ensure that your teen is the primary communicator with the NPL High School Librarian and NPL staff members regarding the Summer High School Volunteer Program.

## The NPL Summer High School Volunteer Program

- Engages teen volunteers with their current interests and allows them to build relevant, far-reaching skills.
- Facilitates the development of 21st century skills.
- Is inclusive to all teens in the Northbrook community entering grades 9-12.
- Implements project based learning through groups which are teen centered and meaningful.
- Provides a positive, enriching, and fun experience for each teen.
- Provides a safe learning and working environment that allows each teen to grow as a volunteer.
- Communicates with teen volunteers in multiple ways, including phone, email, and in person.
- Provides a t-shirt to be worn at all shifts, which is not to be altered in any way.
- Provides letters of recommendation, references, and records of volunteer hours as requested.

Failure to abide by the expectations of the NPL Summer High School Volunteer Program and the Northbrook Public Library's Code of Conduct will result in your dismissal from the program.

## APPLICATION DEADLINE & ACCESS

Applications are due by Monday, May 20

You can access the online application here starting Wednesday, May 1 at 9:00am:

<https://www.volgistics.com/appform/1315577442>

- Turn in your application by May 20 to volunteer in June through August. Assignments will be filled in the order applications are received.
- Please regularly check your email following May 20, as you will receive emails with the volunteer position offered to you and any questions we have regarding your application.
- Please save this packet of information so you can refer to it after applying and during the volunteer program as it contains important information.
- If you have any questions or issues, please contact Stephanie, the teen librarian, at [teenlibrarian@northbrook.info](mailto:teenlibrarian@northbrook.info) or 847-272-4300.