

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. Please read this entire document before submitting your application online.

Requirements

- Volunteers must be attending high school in the Fall of 2026 to participate in the Summer High School Volunteer program.
- The application will open at 9:00am on May 1. Volunteers must submit their online Application by Monday, May 25 at 11:59pm. The application link can be found on page 13.
- Volunteers are expected to attend all of the shifts they are scheduled for on VicNet. Communication of conflicts will reflect your schedule.
- Placement into assignments will be based on preferences listed and availability.

Scheduling with VicNet

- 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 26, 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 the assignment.
- Typically volunteers will not be scheduled for more than one shift per day. This is dependent on your schedule as well as your assignments.

Summer High School Volunteer Appreciation Party

The Summer High School Volunteer Appreciation Party will be held on Monday, August 3rd from 2:30-4:00 pm in the Pollak Room. Expect food, games, and gifts!

ASSIGNMENTS

Please read the descriptions and requirements very carefully.

You must select at least one assignment preference. We encourage you to choose up to 3 choices in case your top choice is not available. There will be a spot on the application to rank your choices.

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 7)

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 8)

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 9)

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.

- 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.

Chess & Mahjong Group (6 volunteers)

Supervisors: Sean Collins and Jason Waclawik

Volunteers in this group will help run our Drop-In Chess and Mahjong Program for children in kindergarten through 12th grade. Volunteers will be expected to enthusiastically greet and actively engage children and teens while playing chess and mahjong. The primary focus of this role is building positive interactions and having fun with patrons—game play is secondary.

This position is best suited for teens who enjoy working with children, are comfortable starting conversations, and can be patient and encouraging with players of all skill levels. Volunteers should be prepared to guide, teach, and create a welcoming, inclusive environment for all participants.

This is a highly interactive role. Volunteers who prefer to play independently or prefer limited interaction with others may find this position is not the right fit.

Volunteers will need a basic understanding of chess and mahjong OR be willing to learn.

Volunteers are expected to communicate dates they are not available to volunteer.

Friday afternoons, 3:15-5pm

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

*Prior to June 12, we will schedule a Chess and Mahjong Basics Meeting for anyone who needs instruction or a refresher on playing.

Craft Group (20 Volunteers)

Supervisors: Amanda Lopez and Kim Yen

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 9.

Monday evenings, 6-8pm

- June 8, 15, 22
- July 13, 20, 27

Wednesday evenings, 6-8pm

- June 10, 17, 24
- July 15, 22, 29

Volunteers will be expected to communicate days they are unable to volunteer, and are expected to finish their assigned craft and booklist.

Early Learning Play Group (6-8 volunteers)

Supervisor: Sara Chase and Urye Min

Join us on Tuesday mornings to plan and implement age-appropriate sensory and play activities for some of our youngest patrons. Each week we will feature an engaging activity that children can enjoy. We will have a pre-planned activity for the first week, so teens have a chance to meet and plan the next week's activity. After that, volunteers will plan the first hour and facilitate the activity for the second hour, including set-up and clean-up.

Volunteers are expected to communicate dates they are not available to volunteer.

Tuesday mornings 10:00am-12:00pm

- June 9, 16, 23
- July 7, 14, 21

Garden Group (8 volunteers)

Supervisors: Miles Schwartz and Sean Collins

Volunteers in this group will be maintaining the outdoor 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 are expected to communicate dates they are not available to volunteer.

Monday mornings, 10-11am

- June 8, 15, 22, 29
- July 6, 13, 20, 27
- August 3

Thursday afternoons, 4-5pm

- June 11, 18, 25
- July 9, 16, 23, 30

Little Free Library Group (5-7 volunteers)

Supervisors: Megan Hollister & Julianne Medel

Are you artistic? Do you want to see your work out and about in Northbrook? This is a brand new group in partnership with the Northbrook Park District to design and decorate two Little Free Libraries that will be placed in local parks. Collaborate with the group to come up with a design plan, and get painting!

The group will meet a total of 6 times. You will spend 2 hours brainstorming and planning your design for each LFL, with 2 hours per Library bringing your ideas to life.

Volunteers are expected to communicate dates they are not available.

Thursday afternoons, 1-3pm & 1-2pm

- June 11th, 1-3pm: Brainstorming/designing Little Free Library #1
- June 18th, 1-2pm: Painting begins
- June 25th, 1-2pm: Painting completed
- July 9th, 1-3pm: Brainstorming/designing Little Free Library #2
- July 16th, 1-2pm: Painting begins
- August 6th, 1-2pm: Painting completed

Program Prep Group (5-7 volunteers)

Supervisors: Liz Becker

If you are interested in what goes into making our programs run smoothly, this volunteer group will be helping prep all kinds of arts, crafts, and science supplies for our programs throughout the summer.

Volunteers are expected to communicate dates they are not available.

Tuesday afternoons 1:00-2:30pm

- June 9, 16, 23, 30
- July 7, 14, 21

Video Creation & Graphic Design Group (10 volunteers)

Supervisor: Stephanie Bremner, Cat Garcia, and Princess Gonzalez

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. Volunteers will also work with our Graphic Designer to help make promotional digital materials for the library. Get creative with your fellow volunteers and show off your social media skills.

Volunteers are expected to communicate dates they are not available.

Wednesday afternoons, 1:30-3:00pm

- June 10, 17, 24
- July 8, 15, 22, 29

YA Book Group (15 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 are expected to communicate dates they are not available.

Tuesday evenings, 5-7pm

- June 9, 16, 23
- July 7, 14, 21, 28
- August 4

SUMMER READING DESK (20 Volunteers)

Supervisors: 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.

Volunteers will be scheduled for as many shifts as possible based on their preferred amount stated in the application.

Volunteers are expected to be at all shifts scheduled for, and be responsible for communicating if you are no longer available for that shift.

TRAINING SESSION: Monday, June 8, 11:00am-12:00pm

June 8 - August 9:

Monday-Thursday

- 10am-12pm
- 12pm-2pm
- 2pm -4pm
- 4pm-6pm
- 6pm-8pm

Friday

- 10am-12pm
- 12pm-2pm
- 2pm -4pm
- 4pm-6pm

Saturday

- 10am-12pm
- 1pm-3pm
- 3pm -5pm

Sunday

- 1pm-3pm
- 3pm -5pm

DEPARTMENT ASSISTANTS

Administration Department (1-2 volunteers)

The Administration Office is looking for a volunteer to help with clerical tasks such as filing, data entry, cleaning, organizing, and other duties as assigned.

Volunteers are expected to communicate dates they are not available. Priority will be given to those with the most availability.

Thursday afternoons, 2:00-4:00pm

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

Adult Services Department (1 volunteer)

Adult Services is looking for a volunteer to assist with programming and collection maintenance such as dusting and straightening shelves, inspecting items for damage/missing pieces, suggesting items for and creating themed displays, and more.

Volunteers are expected to communicate dates they are not available. Priority will be given to those with the most availability.

Wednesday afternoons, 1:00-3:00pm

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

PROGRAM ASSISTANTS (5-7 volunteers)

Supervisors: Stephanie Bremner

Youth Services is looking for volunteers to assist with individual programs through the summer. These programs include art projects, performances, science experiments, 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 roughly 4 - 6 programs. 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.

2026

Egg Drop Challenge (4-6 volunteers)

Tuesday, June 9, 2:45-4:45pm

Assists with running the program, hands on help for kids, and moving outside for the egg drop

Art Pops: Matisse Inspired Cut-Outs (2-3 volunteers)

Monday, June 15, 4:00-5:15pm

Assists with running the program, hands on help for kids, set up & clean up

Monarch Mania (3-4 volunteers)

Thursday, June 18, 4:00-5:30pm

Assists with running the program, hands on help for kids, set up & clean up

Steam Stackers (1-2 volunteers)

Monday, June 20, 10:00-12:00pm

Assists with checking people in, moving people from indoors to outside

Teddy Bear Playdate (5-7 volunteers)

Friday, June 26, 9:45am -11:45am

Assist at different game stations around the YS department, help set and clean up.

Summer Art (2 volunteers)

Monday, June 29, 3:45-5:15pm

Assists with running the program, hands on help with kids, set up & clean up

Art Pops: Picasso Portraits (2-3 volunteers)

Monday, July 13, 4:00-5:15pm

Assists with running the program, hands on help with kids, set up & clean up

Accessibility Resources Fair (3-4 volunteers)

Wednesday July 15, 3:00-5:00pm

Assists with giving out library information and guiding patrons through the fair

Stuffed Animal Sleepover drop off (2+ volunteers)

Monday, July 27, 3:30-5:30pm

Helps collect stuffed animals that are dropped off at the library

Stuffed Animal Sleepover Movie Making (3-5 volunteers)

Monday, July 28, 5:30-8:00pm

Helps film videos and take photos of the stuffed animal sleepover around the library

Games Outside the Box

Tuesdays, June-July, 2:45-4:15pm

Assisting with creative projects and challenges

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

Games Outside the Box dates, themes, and volunteer needs:

Date	Activity	Volunteers
6/16	Butterfly symmetrical painting	1
6/23	Nintendo Switch: Just Dance	1
7/7	Funny Face Planter	2
7/14	Bean Mosaic Art	2
7/21	Board and Card Games	2
7/28	Circuit Lab	2-4

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 please let us know as soon as possible and stay home.
- Dress appropriately for each shift; wear the volunteer t-shirt for every shift. If you are unsure what is considered appropriate, please ask for guidance.
- 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 may result in your dismissal from the program.

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 Patron Behavior Policy may result in your dismissal from the program.

APPLICATION DEADLINE & ACCESS

Applications are due by Monday, May 25 at 11:59pm.

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

<https://www.volgistics.com/appform/1188790252>

- Turn in your application by May 25 to volunteer in June through August.
- Please regularly check your email following May 25, as you will receive emails with the volunteer position offered to you and any questions we have regarding your application.
- Please save this information packet so you can refer to it after applying and during the volunteer program as it contains important information.
- Roles are assigned based on availability and interest.
- If you have any questions or issues, please contact Stephanie, the teen librarian, at teenlibrarian@northbrook.info or 847-272-4196.