

Northbrook Public Library Summer High School Volunteer Program

What you need to know

This year, the Summer High School Volunteer Program is adjusting to current COVID-19 precautions. At this time the library does not have any indoor programming (including the volunteer program).

For the majority of the assignments (Craft Group, YA Book Group, Gaming Group) volunteers will not be working in the library but instead will be working from home. Volunteers will need access to a device they can use to check and reply to emails as well as attend video calls for orientation, group work check-ins, and library programs depending on their group assignment.

However, two volunteer assignments (Garden Group and Chalk Art Group) **WILL REQUIRE REQUIRE VOLUNTEERING IN PERSON OUTDOORS AT THE LIBRARY**. Please keep this in mind when you select which groups you are interested in applying for, in order to make sure that you are aware of the arrangements for the groups and feel comfortable fulfilling them.

Requirements:

- Volunteers must be attending high school in the fall of 2021 to participate in the Summer High School Volunteer program.
- Volunteers must be able to commit to completing 8 hours of service between June 14 and August 15

Communication:

- Email will be our main form of communication. Video calls will take place on Zoom.

Group Assignments

All volunteers this summer will be working on projects for their groups. These groups offer the teens specialized work in an area of personal interest, such as gaming, art, or reading. While multiple teens will be working on the same assignments, most work can be done independently to fit each volunteer's schedule.

- As long as it fits with your schedule, you can sign up for multiple groups. You must select at least one group in your online application.
- 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. You will be assigned a minimum of one group and a maximum of two.

- The Groups have specific requirements, such as skills or availability. If you cannot meet the requirements, you are not eligible for the Group.

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

Garden Group

Supervisors: Anna Fillmore

Volunteers in this group will be maintaining the Food Pantry plot in the Northbrook Community Garden. All produce is donated to the Northfield Food Pantry. Garden maintenance will include planting, weeding, watering and harvesting. We will also be making short videos about gardening that will be integrated into our virtual storytimes, combining early literacy and gardening! The garden is located behind Village Hall. All activity will take place outside no matter what the temperature is. The session will be cancelled if it rains. To help maintain social distancing, only two volunteers will be working in the garden at a time and must wear masks.

Garden volunteers that sign up for Tuesday morning sessions will build connections between our preschool patrons and the garden by assisting family groups into the garden to visit the Food Pantry plot after the library Storytime in the Garden.

Volunteers must be available to attend at least 4 of the following meetings:

Wednesday mornings, 9:30-11:30am:

June 16, 23, 30, July 14, 21, 28, August 4, 11

Tuesday mornings (Storytime assistants), 9:30-11:30am:

July 6, 13, 20, 27

Chalk Art Group

Supervisor: Sue Strom

The Chalk Art Group will be decorating the sidewalks around the Northbrook Public Library. Volunteers will be making designs for the theme "Reading Colors Your World" and decorating the sidewalk with chalks and paints. As we will be meeting in person, volunteers must wear masks when working and practice social distancing.

Volunteers must be available to attend at least 4 of the following meetings.

Wednesday afternoons, 1:00-3:00pm:

June 23, 30, July 7, 14, 21, 28, August 4

Craft Group

Supervisors: Amanda Lopez and Sarah Rustman

Volunteers in this group will be assisting library staff to cut and package themed crafts to supply crafts for our early learners the whole year. Volunteers will also be creating a booklist themed for the craft. Our early learner crafts are a vital resource for the library to entertain and educate children through hands-on arts and craft projects. Supplies to assemble the crafts will be provided to volunteers. Completed crafts will be due back to the library the week of August 9-15.

Volunteers must participate in one live video orientation session to go over the assignment; the rest of the work can be done independently from home and check in by email.

Orientation Sessions:

Monday, June 14, 4:00-5:00pm

Wednesday, June 16, 3:00-4:00pm

Gaming Group

Supervisor: Rachel Kaplan

The Gaming Group will be helping run gaming programs over the summer and creating plans for gaming programs to be used throughout the year. This will involve designing virtual escape rooms through Google Forms, learning about and researching tabletop roleplaying games, and assisting with virtual programs.

Volunteers must participate in one live video orientation session to go over the assignment. Volunteers may also assist with live virtual programs listed below; the rest of the work can be done independently from home and check in by email.

Orientation Sessions:

Friday, June 18, 3:00-4:00pm

Monday, June 21, 3:00-4:00pm

Gaming Programs:

Virtual Game Night, Wednesday, June 23, 4:00-5:30pm

Virtual Goblin Quest, Thursday, July 8, 4:00-5:30pm

Virtual Game Night, Wednesday, July 21, 4:00-5:30pm

Virtual Escape Room, Wednesday, July 28, 4:00-5:00pm

YA Book Group

Supervisors: Amanda Margis and Bridget Golembiewski

Do you love reading for fun? Put your hobby to work! Volunteers will write book reviews for display online and in the building, make decorative signs to promote book recommendations, come up with creative ways to help readers find great books to read, and create decorations for the library's bookshelves.

Volunteers must participate in one live video orientation session to go over the assignment; the rest of the work can be done independently from home and check in by email.

Orientation Sessions:

Tuesday, June 15, 2:00-3:30pm

Thursday, June 17, 3:30-5:00pm

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.

Teens

- Act as a representative of the library and treat all persons in a friendly and professional manner.
- Actively participate in any mandatory training sessions, check-in meetings, and shifts associated with your group assignment.
- When you are working on your volunteer projects, devote your full attention to your assignments.
- For volunteer shifts for Garden Group and Chalk Art Group, follow these guidelines:
 - Volunteers must wear masks during their volunteer shifts and practice social distancing from staff, other volunteers, and patrons.
 - Arrive 5 minutes before you shift to check in at the Youth Services Desk and secure your belongings.
 - Call Youth Services at (847) 272-4300 if you are running late for your shift.
 - Give 24 hours notice (by phone or email) if you are unable to make your shift.
 - Dress appropriately for each shift; wear a t-shirt and sunscreen to protect from the sun.
- Every day you complete work for your volunteer group (including orientation, volunteer sessions, and independent work) submit your hours using our online volunteer portal, VicNet. Full instructions of how to use VicNet will be sent to you in the summer. Report your hours honestly. Do not wait until the end of August to report your hours.
- Manage your time effectively so you complete your independent work by deadlines set by your group supervisor.
- 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 for 8 volunteer hours between June 14 and August 15.

Parents/Guardians

- 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 as well as completing all independent work.
- 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 live video calls.
- 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 and Access

Applications are due by Sunday May 23

To access the online application, visit

<https://www.volgistics.com/ex/portal.dll/ap?ap=1827809805>

If you have any questions or issues, please contact Bridget, the teen librarian, at teenlibrarian@northbrook.info or 847-272-4300.

Turn in your application by May 23 to volunteer in June through August. Group assignments will be filled in the order applications are received.

Please regularly check your email following May 23, 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.