

2025 Summer Volunteer Program

About the Program:

We are looking for enthusiastic, responsible, and organized teen volunteers to assist with this year's Summer Reading Program. Volunteers will help at the Summer Reading Desk in the Youth Services Department. Volunteering begins **Mon, Jun 9** and runs through **Fri, Aug 1**.

Requirements to Volunteer:

- **Currently** in Grades 8–11 (entering Grades 9–12 in Fall 2025)
- Able to type—you don't have to be fast, just careful and accurate
- Attend a Lombard school
 - Priority will be given to Helen Plum Library cardholders
- Available to work at least one 2-hour shift every week from June through the first week of August
 - Additional shifts may be available on request
- Submit your application via Microsoft Forms by **Mon, Apr 14**
- Participate in an orientation session at the Library
 - Orientation will be in May. More details will be available at a later date
- Participate in a brief meeting during the first week of June. More details will be available at a later date

Responsibilities Include:

- Checking reading logs
- Helping with prize distribution
- Other library-related tasks as needed

As a Volunteer, I will:

- Notify us **in advance** if I am unable to come in for my assigned shift
 - If I miss a shift without informing staff, I understand that my volunteer position will be reconsidered
- Arrive on time for my shift
- Remain on task and avoid phone usage while volunteering
- Be polite to everyone
- Tell a staff member at the desk if someone is being unkind
- Follow Helen Plum Library Patron Behavior Rules
- Wear my Volunteer T-shirt and name badge for all my shifts. My appearance will be neat and clean
- Be a good representation of the Helen Plum Library to the Lombard community

Acceptance into the Volunteer Program:

We receive *many* applicants for Volunteer positions, so fill out your application carefully and completely. We will notify you by **Mon, Apr 21** to let you know if you have been selected for the program.

Application:

The application will be available on our website on **Mon, Mar 3**. Please submit the application by **Mon, Apr 14**.

- Complete the Microsoft Form
- You must complete your own application
- Your completed application **must be signed by both you and a parent or legal guardian**.

Volunteer Orientation:

Details for the orientation sessions are to be determined. You will be attending a session at the Library in May. **If you do not participate in an orientation session, you will not be eligible to volunteer.**

You will also be required to attend a brief meeting during the first week of June. Details of the meeting are to be determined. **If you do not attend the meeting, you will not be eligible to volunteer.**

Volunteer Shifts:

Volunteers will be scheduled for one weekly 2-hour shift. If selected, you will most likely volunteer the same day and time each week. Please see available shifts in the table below:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9-11am							Library Closed
11am-1pm							Library Closed
1-3pm							
3-5pm							
5-7pm						Library Closed	Library Closed
7-9pm						Library Closed	Library Closed

Volunteers scheduled for a shift Mon-Fri at 7-9pm, Sat anytime, or Sun anytime will be awarded **an additional hour of volunteer time**.

Any Questions?

Please email Caitlin Atkinson, Teen Librarian, at catkinson@helenplum.org.