

Summer Volunteer Program 2026

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 on Mon, Jun 1 and runs through Sat, Aug 1.

Requirements to Volunteer:

- **Currently** in Grades 8–11 (entering Grades 9–12 in Fall 2026)
- Able to type—you don't have to be fast, just careful and accurate
- Be a Helen Plum Library cardholder or attend a school with a Lombard address
 - Priority will be given to Helen Plum Library cardholders
- Available to work at least one 2-hour shift every week from Mon, Jun 1 through Sat, Aug 1
 - Additional shifts may be available on request
- Submit your application via Microsoft Forms by **Mon, Apr 13**
- Participate in an orientation session at the Library

Responsibilities Include:

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

As a Volunteer, I will:

- Notify Youth Services **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 using my phone while volunteering
- Be polite to everyone
- Tell a staff member at the desk if someone is unkind
- Follow Helen Plum Library Patron Behavior Rules
- Wear my Volunteer T-shirt for all my shifts. My appearance will be neat and clean
- Be a good representation of Helen Plum Library to the Lombard community

Application

The application will be available on our website on **Mon, Mar 2**. Please submit the application by **Tue, 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**

Acceptance into the Volunteer Program

We receive many applicants for a limited number of Volunteer positions. Please fill out your application carefully and completely. We will notify you by **Mon, Apr 20** to let you know if you have been selected for the program.

Volunteer Orientation

All accepted volunteers are required to attend **one** orientation session in May. Orientation sessions will last approximately one hour and count toward your total service hours for the Summer Volunteer Program.

Accepted volunteers can choose from one of the following dates:

- Wed, May 27 at 6:00pm
- Thu, May 28 at 6:00pm
- Sat, May 30 at 10:00am

Details on how to sign up will be shared in acceptance emails. **If you do not participate in an orientation session, you will not be eligible to volunteer.**

Volunteer Shifts

Volunteers will be scheduled for a weekly 2-hour shift. If selected, you will 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 on Sat or Sun will be awarded an **additional hour of volunteer time.**

Any Questions?

Please email Youth Services at youthservices@helenplum.org.