



how to become a VOLUNTEER

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Other: _____

Volunteering your time and talents is a powerful way to give back to the community, help influence the services of the Coeur d'Alene Public Library, and gain valuable work and leadership experience. Volunteens make a difference by sharing their time, energy, and ideas with the library and the community.

Who can be a teen volunteer?

Teens, ages **12 to 19** (in middle school and high school), are eligible to be a Volunteen.

What can teen volunteers do?

Applicants will be contacted by the Teen Librarian and an individualized plan will be developed for you, considering the roles that you think you will find the most rewarding, as well as the tasks that are the most beneficial to the library and community. Some tasks require training and/or staff presence (*), and some do not.

There are five basic roles that a Volunteen might play:

- **Advocate** - give feedback about teen services, brainstorm new program ideas, *help plan events, attend library board meetings, etc
- **Helper** - *help setup or teardown programs, *prep crafts, cleanup trash on the library's campus, *be extra hands at a big event, etc
- **Influencer** - share posters on social media and/or out in the community, recruit new Volunteens, invite friends to teen events, follow the library on social media, *create displays/bookmarks for the library, etc
- **Organizer** - *shelf-read, *straighten books, *inventory the LOT/VG collection, *look for duplicates/worn books, *clean shelves, etc
- **Reviewer** - *review library items (in either written/video format), such as books, video games, DVDs, or kits from our Library of Things (LOT) collection

Have an idea for volunteer hours that doesn't seem to fit? Email to get it approved!

When can I volunteer?

If you've been approved to volunteer from home, Volunteen hours are available whenever you are. If you're volunteering at the library, Volunteen hours are limited to the library's open hours. Either way, just be sure to track your hours in the Volunteen Time Log (that will be provided to you by our Teen Librarian).



Questions?

Contact Angela Flock, the Teen Librarian

Email - aflock@cdalibrary.org

Phone - 208.769.2315 (x463)



VOLUNTEER application

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Thank you for your interest in volunteering! We love having help from people like you. The library is happy to write references for teen volunteers who are applying for jobs, scholastic programs, or college. In return, we ask that our volunteers be reliable, responsible, and adhere to our Volunteer Agreement.

Name (first and last)

Address

City

State

Zipcode

Date of Birth

Phone Number

Library Card - optional

Email Address

Which of the five volunteer roles appeal to you most? Please rate them 1 to 5 (1 = most, 5 = least).

See other side for role descriptions.

_____ Advocate _____ Helper _____ Influencer _____ Organizer _____ Reviewer

Parent/Guardian Name

Parent/Guardian Phone Number

Email

Any health concerns? Other notes for the Teen Librarian? _____

Be aware that the Teen Librarian will be contacting you primarily by email. Monthly updates for new opportunities are shared through Substack to your email address. If you do not have an email address, it is highly recommended that you get one. You can also subscribe to the CDA Teen Zone Newsletter Substack (and see the archive) here: <https://cdateenzone.substack.com>.

I certify that the answers contained in this application are true and complete to the best of my knowledge. My volunteer service is conditional upon completion of the application and the subsequent interview. I am offering my services as a volunteer without expectation of compensation for these services. I am not guaranteed any special consideration for any future jobs with the Coeur d'Alene Public Library should I apply for one. I understand that all library patron records are protected by the privacy laws of the State of Idaho. I agree to follow all library rules and policies and to act as a positive representative of the Coeur d'Alene Public Library.

Signature of Volunteer Applicant

Date



Last Updated 2/2025