



## Teen Volunteers Needed at Newark Library

We need Teen Volunteers for special library events and for the following programs:

### Reading Buddies

Reading Buddies is a one-on-one reading improvement program for children in grades 1-6. In a group setting, a child and their assigned volunteer helper meet at a scheduled time every week to improve reading. Each reading session is 30 minutes in length and there is a 15-minute break between the sessions.

*Current Schedule:* Tuesdays & Wednesdays, 3:30-4:00 P.M., 4:15-4:45 P.M., 5:00-5:30 P.M., Check-ins start 5 minutes before each session. You may volunteer for up to 3 reading sessions each day.

### Homework Express

Homework Express is a free afterschool program where students in grades K - 8 can get help with their homework questions. It is staffed by an adult coordinator and high school students, who are the homework helpers. It is done on a drop-in basis.

*Current Schedule:* Mondays-Thursdays, 3:30-5:30PM. Closed for holidays and teacher workdays.

### Shelving Volunteer:

Shelving volunteers work independently in the library to shelve library materials and complete other tasks as assigned.

### Teen Tech Volunteers:

We are looking for friendly, outgoing, computer-savvy teens to assist library patrons in using our free public Internet Stations. Saturday shifts are available at this time. This is a public service position, so a good customer-service attitude is essential.

### Qualifications:

We are looking for enthusiastic teens between the ages of 13 to 18 who can provide children with a positive and encouraging attitude towards reading and homework. Volunteers must be responsible, reliable, and able to commit weekly for at least one semester. Reading Buddies volunteers must have an English grade of B or better.

### Community Service Hours:

Student volunteers will earn community service hours for volunteering for all of these programs.

### How to apply:

Fill out an application; make sure you have your parent or guardian sign in the permission section. Turn it in to the Information Desk at the Newark Library. Be prepared for a short interview with the librarian if she is available at the time, or you may make an appointment to meet with her later. You may be required to attend a training session before you start volunteering.

### Reading Buddies Contact:

Chien-Chun Chang, Children's Librarian  
Newark Library  
6300 Civic Terrace Ave. Newark, CA 94560  
Phone: 510-284-0686  
Email: [cchang@aclibrary.org](mailto:cchang@aclibrary.org)

### Homework Express &

### Shelving & Teen Tech Volunteer Contact:

Becky Machetta, Teen Librarian  
Newark Library  
6300 Civic Terrace Ave. Newark, CA 94560  
Phone: 510-284-0682  
Email: [Rmachetta@aclibrary.org](mailto:Rmachetta@aclibrary.org)



**Newark Library  
Teen Volunteer Application**

Last Name	First Name	
Address	City	Zip
Email	Phone	
School	Grade	
Other Languages		
Parent / Guardian	Phone	
<p>Check and agree to the following statements:</p> <p><input type="checkbox"/> Yes, I will be on time for all my shifts and give notice to the Library as soon as possible if I am unable to work my scheduled shift.</p> <p><input type="checkbox"/> Reading Buddies only: Yes, my grade in English is B or better. Please provide a copy of your most recent report card.</p> <p style="text-align: right;">_____ Date _____</p> <p>(signature)</p>		
<p>Parent / Guardian Permission (Required for volunteers under 18 years old)</p> <p>_____ has my permission to volunteer at Newark Library.</p> <p>(name of volunteer)</p> <p style="text-align: right;">_____ Date _____</p> <p>(signature of parent or guardian)</p>		
<p>Emergency Contacts</p> <p>Name _____ Phone _____</p> <p>Name _____ Phone _____</p>		
<p>Note</p>		

**Please fill out your availability on the reverse side.**

Which program would you like to volunteer for?

- Reading Buddies
- Homework Express
- Shelving Volunteer
- Teen Tech Volunteer
- Events Volunteer \*see librarian for details on how to sign up for special events

**Reading Buddies:**

Check all the shifts you are available, we will arrange your schedule based on your availability.

- |  |  |
|--|--|
| <u>Tuesday</u>   | <u>Wednesday</u>   |
| <input type="checkbox"/> 3:30-4:00 <input type="checkbox"/> 4:15-4:45 <input type="checkbox"/> 5:00-5:30 | <input type="checkbox"/> 3:30-4:00 <input type="checkbox"/> 4:15-4:45 <input type="checkbox"/> 5:00-5:30 |

How many hours per week do you wish to volunteer? \_\_\_\_\_ hours/week

**Homework Express:**

Check all the shifts you are available, we will arrange your schedule based on your availability.

- Monday 3:30-5:30    Tuesday 3:30-5:30    Wednesday 3:30-5:30    Thursday 3:30-5:30

How many hours per week do you wish to volunteer? \_\_\_\_\_ hours/week

**Shelving Volunteer:**

Check all the shifts you are available, we will arrange your schedule based on your availability.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Monday 4:00-5:00     | <input type="checkbox"/> Tuesday 4:00-5:00  | <input type="checkbox"/> Wednesday 4:00-5:00 |
| <input type="checkbox"/> Monday 5:00-6:00     | <input type="checkbox"/> Tuesday 5:00-6:00  | <input type="checkbox"/> Wednesday 5:00-6:00 |
| <input type="checkbox"/> Monday 6:00-7:00     | <input type="checkbox"/> Tuesday 6:00-7:00  | <input type="checkbox"/> Thursday 4:00-5:00  |
| <input type="checkbox"/> Monday 7:00-8:00     | <input type="checkbox"/> Tuesday 7:00-8:00  | <input type="checkbox"/> Thursday 5:00-6:00  |
| <input type="checkbox"/> Saturday 10:00-11:00 | <input type="checkbox"/> Saturday 1:00-2:00 | <input type="checkbox"/> Saturday 4:00-5:00  |
| <input type="checkbox"/> Saturday 11:00-12:00 | <input type="checkbox"/> Saturday 2:00-3:00 |  |
| <input type="checkbox"/> Saturday 12:00-1:00  | <input type="checkbox"/> Saturday 3:00-4:00 |  |

How many hours per week do you wish to volunteer?  1 hour/week    2 hours/week

**Teen Tech Volunteer:**

Check all the shifts you are available, we will arrange your schedule based on your availability.

- Saturday 10:00-11:00    Saturday 12:00-1:00  
 Saturday 11:00-12:00    Saturday 1:00-2:00

How many hours per week do you wish to volunteer? \_\_\_\_\_ hours/week

Application received: \_\_\_\_\_