Manhattan Public Library

Summer Teen Volunteer Eligibility Requirements

Volunteers must be entering 9th-12th grade in fall 2021. Recent graduates who are at least 18 years old are encouraged to check our job openings.

- Must be available for at least 7 weeks between May 15 and July 31, 2021 in order to be eligible.
- Must be willing and able to volunteer at least 4 hours per week for the 7+ weeks they are available.

Application Process:

- The teen librarian will review applications and contact applicants to schedule interviews during April. In the selection process, priority will be given to teens indicating the most availability and scheduling flexibility during the summer reading program. Previous volunteer experience will also be considered.
- Teens who are accepted will need to sign a permission form and a policy form with a parent/guardian and submit those papers to the library by May 15, 2021.
- Accepted teens will come for a 1-hour training & orientation session. There will be 2-3 sessions to accommodate teen schedules.

Scheduling

- Indicate the times you can work on each day on the application form. Put an X for any days you would absolutely not be able to work. Please indicate your availability in increments no less than 2 hours long. For example, 10 a.m.-12 p.m. or 3-7 p.m.
- List any dates between May 15th July 31st that you will be gone on vacation or otherwise unavailable.
- Summer volunteers may work anywhere between 4-18 hours per week, depending on volunteer preference. Shifts are usually 2-6 hours long and may take place: Monday through Friday: 10 a.m.-7 p.m.; Saturday: 10 a.m.-6 p.m.; Sunday: 1 p.m.-6 p.m.
- The final schedule and number of shifts per person will depend on the number of volunteers in the program, availability of those volunteers, and when staff determines volunteers are most needed.