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Executive Director

SERVING GRANITE CITY, MITCHELL, AND PONTOON BEACH

Youth Volunteer Policy

The Six Mile Regional Library District believes that volunteers are an essential part of successful community engagement. Volunteers allow us to foster meaningful working relationships within our service district and encourage the responsible use of library resources. The Six Mile Regional Library District's Youth Volunteer Program is designed to provide teens with the opportunity for personal empowerment and growth. Volunteers gain an understanding of library services, fulfill personal goals, contribute to their community, preview what it means to have a job, and build a sense of belonging.

Selection of Volunteers

Youth ages 13-17 are eligible to apply for volunteer services by completing and submitting an application. All youth applicants must have signed permission from a parent or legal guardian. Application forms will be kept on file for a period of one year.

The Six Mile Regional Library District actively encourages the participation of individuals who uniquely reflect the diversity of the communities that we serve. Volunteers are recruited, placed, trained, recognized and dismissed without regard to race, color, national origin, religion, sex, disability, alienage or citizenship status, creed, sexual orientation or any other characteristic protected by law.

Responsibilities

Volunteer services will supplement the efforts of paid library staff, and do not replace paid staff, particularly members of the American Federation of State, County and Municipal Employees, Council 31.

Volunteers are placed based on their skills and interests. Responsibilities assigned to volunteers may include, but are not limited to, providing support for library events and programming, working on special projects, or assisting the Friends of Six Mile Regional Library District.

Volunteers are bound by the policies and procedures of the Library, especially as related to behavior, privacy and confidentiality. Volunteers are expected to reflect positive customer service attitudes to all library customers.

Training and Supervision

The Youth Services Manager organizes the volunteer program and is available to discuss assignments, concerns or questions. Volunteers will receive specific training in their assigned duties from the library

staff member who directly supervises their work. Occasional meetings will be scheduled for volunteers as appropriate.

Guidelines for Volunteers

1. Volunteers perform service on behalf of the Six Mile Regional Library District without compensation or expectation of compensation.
2. Both the volunteer and the library have the right to terminate the volunteer's association with the library at any time.
3. Individuals donating time to the library under the auspices of any other unit (scouts, church, or community organization) may identify themselves with the unit, but may not promote it while volunteering in the library.
4. The library cannot guarantee hours or completion of hours by a certain deadline. While the Youth Services Manager or designated staff may maintain a record of hours, it is ultimately the volunteer's responsibility to track hours.
5. Volunteers must maintain a suitable level of personal hygiene. Clothing must be clean, tidy, and appropriate to the functions to be completed.
6. If a volunteer cannot fulfill the commitment to the assigned shift or task, notification should be given to the Youth Services Manager or designated staff, preferably 24 hours in advance. In the case of an emergency, notice should be given as soon as possible.
7. Should a volunteer have a grievance with a staff person, another volunteer, or library customer, every attempt will be made to handle the situation through the Youth Services Manager or another library manager.
8. Volunteers receive harassment prevention training.