

SRC Headquarters Behavior Reminder

Please **DO NOT**:

- **abandon SRC HQ**
(let us know if you need to use the bathroom, etc.)
- **babysit/bring visitors**
(you need to be available to help the SRC members who come in)
- **horseplay, throw stuff, and/or shout**
(this can be unsafe and/or disrupt other patrons)
- **make extra "samples"**
(this wastes supplies and costs \$)
- **steal/damage SRC prizes**
(it's not fair to the kids who worked to earn them and costs \$)
- **text/chat while working**
(it's unprofessional and makes you look unavailable to people who need help)
- **vandalize library property**
(if you're bored, we can give you paper and pencils, crayons, etc.)

Failure to comply with these rules (and our regular library behavior policy) can lead to dismissal from the program.

Who, What, & Where?

Chrissie Morrison **VolunTeen Coordinator**

Tween & Teen Librarian
518-477-7476 ext 105

- *Check your schedule*
- *Notify of substitute*
- *Schedule more shifts*

YS/Children's Desk

- **Check in** before shift
- **Check out** after shift
- *Check your schedule*
- *Notify of substitute*
- *Schedule more shifts*

VolunTeen Web Page:

eastgreenbushlibrary.org

Select "Teens" tab

Click "VolunTeens" button

Calendar/schedule:

bit.ly/_____

Shift tracker:

bit.ly/_____

Sub List:

bit.ly/_____



Summer VolunTeen Program

Congratulations! Now that you have completed training, you are officially an East Greenbush Summer VolunTeen (SVT)!

This flyer contains important contact information and some frequently asked questions you and your parent/guardian may have about our program.

(Please feel free to ask if you have any further questions.)

Chrissie Morrison
Tween & Teen Librarian
VolunTeen Coordinator
eglibraryteens@gmail.com

Motivation

- No forced “volunteering”
- We only want VolunTeens who WANT to be here!
(Feel free to send your parents to talk to me if they are trying to force you to volunteer and you are not interested.)

Teen Summer Reading Challenge (SRC)

- SVTs must attempt to complete the Teen SRC
- Read what you want...
NO assignment for SRC!
(Time you spend reading for your school work DOES count for SRC!)

Dress Code

- No need to “dress up”
- Dress modestly
 - NO bellies
 - NO butt cheeks
 - NO butt cracks
 - NO cleavage
- Bring a sweater/hoodie, since it gets cold in here!

Whose Job Is This?

- This is YOUR job!
(Your parent/guardian is NOT allowed to schedule your shifts and/or to call around for subs.)

Time Commitment

- 16 hours minimum
(for the whole summer)
- 2-3 hours per shift
- “Level up” every 8 hours
 - 16 = VolunTeen (VT)
 - 24 = Super VT
 - 32+ = Super Über VT

SVT Responsibilities

- Kids’ SRC Headquarters
(*CHECK CHEAT SHEETS!*)
 - Sign kids up for SRC
 - SRC Check In
 - Data Entry (as needed)
- Help at SRC Events
 - Set up before event
 - Help during (crafts, etc.)
 - Clean up after event

SVT Schedule/Calendar

- Shifts can be scheduled up to 2 weeks in advance
(*a new week of shifts will open each Monday at 9am*)
- You can view the calendar from home using the URL on the back of this sheet
- Track your shifts on your paper form and notify Chrissie if you notice any discrepancies/mistakes

Signing Up for Shifts

- Check with ride and/or parent/guardian first!
(You are responsible for a shift as soon as it is entered into the VolunTeen calendar.)
- **By phone** or **@ YS desk**
YOU CANNOT SIGN UP BY EMAIL!
(Only librarians can add a shift to the SVT schedule!)
- Work your shifts or find a substitute!
- Two (2) missed shifts will lead to your dismissal
(Emergencies do not count toward this limit, but we ask that your parent/guardian contact us ASAP in the case of an emergency so that we don’t worry/expect you.)

Sub-List

- Available by _____

SVT Raffles

- One (1) ticket per hour
- Two (2) winners of \$20 raffle at summer’s end
(Want more raffle variety? Read more for the Teen SRC!)

*** MORE ON BACK ***