

# 2023



## VOLUNTEEN CONTRACT

Thank you for participating in the Kanawha County Public Library VolunTEEN program! KCPL VolunTEENs will learn new skills, gain public service experience, and become familiar with the operations of a public library. Before beginning service, all VolunTEENs must sign the VolunTEEN contract. We look forward to working with you!

As a KCPL VolunTEEN, I agree to the following:

- I will arrive promptly for each assigned volunteer shift. If I am unable to do this, I will notify the VolunTEEN Coordinator or an available staff member.
- I will sign in and out on the VolunTEEN Hours Log for each assigned volunteer shift.
- I will alert the VolunTEEN Coordinator or an available staff member of any needed schedule changes.
- I will perform all assigned duties to the best of my ability and direct any questions about assigned duties to the VolunTEEN Coordinator or an available staff member.
- I will not bring younger siblings or other children (i.e. friends) with me to volunteer shifts.
- I will direct patron questions to library staff.
- I will be courteous and respectful to library patrons and staff.
- I will keep socializing to a minimum.
- I will refrain from using profane or obscene language.
- I will dress appropriately for each volunteer shift (see attached).
- I will wear my VolunTEEN badge during each VolunTEEN shift.
- I will avoid "staff-only" areas unless given explicit permission to enter.
- I will not use my cell phone or other personal devices during any volunteer shift.
- I will adhere to the KCPL Patron Code of Conduct.

*Failure to comply with the rules set forth in this contract may result in dismissal from the program.*

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_