

# 2023 Volunteer FAQ



## Everything you want to know about becoming a Volunteer!

**Why should I become a VolunTEEN?** Volunteering at KCPL will give you the opportunity to learn new skills, gain public service experience, and become familiar with the operations of a public library. It's also a great way to meet new people and make new friends while earning required service hours for school.

**Who can become a VolunTEEN?** Teens ages 12 (by May 31) – 18 (not a high school graduate) may apply for the VolunTEEN program. High school graduates are ineligible.

We are unable to accept volunteers in need of court-ordered community service.

**How do I apply?** VolunTEEN applications will be available at [kanahwalibrary.org](http://kanahwalibrary.org) and at all KCPL locations beginning April 1, 2022. Returning VolunTEENS are required to complete a new application. Applications must be completed and returned by **April 30, 2023**. Applications returned after **April 30, 2023** will not be considered.

**What will I do as a VolunTEEN?** VolunTEENS will be responsible for a variety of tasks that vary based on location or department. The following are examples of typical VolunTEEN work:

- Assisting with special events and programs.
- Helping prepare for programs and displays.
- Shelving approved library materials.
- Tidying assigned areas of the library.

**When does the VolunTEEN program start?** The VolunTEEN program runs concurrently with Summer Library Club, June 1 – July 31. New VolunTEENS will be required to attend an orientation in May. VolunTEENS may be contacted individually for volunteer opportunities throughout the rest of the year.

**How will I know if I've been accepted into the VolunTEEN program?** Applicants selected to serve as VolunTEENS will receive an email and/or phone call.

**If accepted into the VolunTEEN program, how many hours will I work?** VolunTEENS have the opportunity to work up to 20 hours a week, depending on the needs of their assigned location. VolunTEENS are not permitted to work longer than 4 hours in a day. VolunTEENS must work a minimum of 10 hours during the summer in order to complete the program and to receive an invitation to the reward party.

**If accepted into the VolunTEEN program, what sort of training will I receive?** New VolunTEENS and their legal guardians will receive general training at a required orientation in May. All VolunTEENS will receive training for specialized tasks during their volunteer shifts.

For other questions or concerns, contact Andrew Stanley at [andrew.stanley@kcpls.org](mailto:andrew.stanley@kcpls.org) or call 304-343-4646 ext. 1251.