



Emma S. Clark Memorial Library

120 Main Street
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www.emmaclark.org

"The Heart of the Three Village Community"

POLICY FOR TEEN VOLUNTEERS

Accepting the importance of helping teens to develop leadership skills and gain service experience as they mature, the Emma S. Clark Memorial Library strives to provide an expansive, inclusive and diverse array of age-appropriate volunteer opportunities for Three Village area students in grades 7 through 12. Whether volunteering in the library or representing the library in the community, teen volunteers shall work under the supportive guidance of Library staff. All volunteers are expected to act in accordance with Library directives and policies, follow the instructions given by the supervising staff member(s) and reflect positive service attitudes at all times.

Teen volunteers must understand that their assignments are serious commitments and, as such, require their full attention and dedication. All volunteers are expected to dress neatly and appropriately, understanding that they are representing the Emma S. Clark Memorial Library. Volunteers will report for duty on time or will notify the Library in advance if unable to arrive when scheduled. If there is a question or problem, volunteers will promptly seek assistance from the Library staff.

Teen volunteers must be at least twelve (12) years of age and/or have completed 6th grade. Because these student volunteers are minors, a parent or guardian must provide his/her written consent prior to the commencement of volunteer service.

All volunteers shall be provided with a copy of this policy. Nothing in this policy shall be deemed to create a contract between the volunteer and the Library, nor shall any volunteer be considered an employee of the Library. The Library does not compensate volunteers through wages, benefits, reimbursement of expenses, or any other form of compensation.

The parent/guardian of each teen volunteer will execute a "Hold Harmless Agreement" waiving any and all claims, actions, damages, etc., that may otherwise arise as a result of any injury or damage to person or property associated with the volunteer's service to the Library.

I agree to abide by all elements of the policy described above:

Signature of Volunteer _____

Adopted by the Emma S. Clark Memorial Library Board of Trustees: 04/27/2022