

# Dunedin Youth Volunteers

## Policies and Procedures

### Mission

To promote and assist the Youth Services Department of the Dunedin Public Library. Help provide services to the youth of the community.

### Attire

Wear comfortable clothing while volunteering at the library. Jeans and sneakers are acceptable. Jeans must be neat – no holes or torn or ragged jeans. Makeup should be light and of natural appearance.

- No short skirts or short shorts - they are not to be shorter than 5 inches from top of knee (use a 3x5 index card to check)
- No clothing with holes
- No obscene T-Shirts
- No hats
- No strapless tops & no spaghetti straps - Shoulder & stomachs must be covered

### Attendance

Once a schedule has been created for a volunteer or a volunteer has signed up for certain events, he or she is **required to arrive promptly at the designated time. DYV meeting attendance is mandatory**. Meetings are scheduled the first Monday of each month from September thru May at 6:30 PM in the storytime room unless otherwise indicated. In the case that the date falls on a holiday, the meeting will take place the following Monday.

- Volunteers are required to fill their shifts with another current volunteer. Follow up with supervisor.
- Notify Youth Services **in advance** at least one day before the event if you are unable to attend your volunteer hours by calling 727-298-3080 ext. 1732)
- Give at least one week notice if you will be leaving the volunteer position.
- Volunteers are removed after three (3) months of inactivity
- **If you sign up and miss three (3) events you will be released as a volunteer. No exceptions.**

### COVID19

#### **Do not come to the Library when you are sick or just not feeling well!**

COVID19 Library Protocols are constantly changing. If you do not feel comfortable being in a large room – socially distanced – just let me know. There is no judgement. Your volunteer position is safe. As of today, **NO MORE** than two volunteers should be in any small areas (Production Room, Story Time Room or Teen Alcove) at a time. Please let Miss Katherine know if you prefer to earn hours solely online or “volunteer from home tasks.” In-Person volunteer shifts will be staggered to ensure the ability for social distancing. While we transition to in-person volunteer opportunities we will continue to have limited “volunteer from home” opportunities as well. Volunteers will be contacted via email as volunteer at home opportunities arise. Miss Katherine will update COVID19 Library Protocols as needed.

### Behavior

Dunedin Youth Volunteers serve as role models to area youth and peers. Conduct should be professional. Unacceptable language and gestures will not be tolerated.

## **Breaks**

For every two hours you volunteer, you are permitted a 10-minute break. Let your supervisor know when you will take your break.

- You are allowed to utilize the lounge for vending machine items.
- Restrooms are located in the staff lounge, public lobby and youth department.
- If you use the lounge, please make sure to clean up after yourself. Dispose of containers, wrappers, etc. Make sure to wash utensils, cups, etc. and return to storage.

## **Communication**

Young Adult Volunteers are responsible for communications (email, phone, in-person) with the Volunteer Coordinator and Library Staff. Parents of volunteers are not volunteers. Parents and caregivers are welcome to be included on emails for the discussion of scheduling transportation and program/event attendance with their teenaged child.

## **Documentation of Hours**

- Volunteer shall sign in and out in the volunteer log in the youth office.
- Keep track of your records as the volunteer coordinator will keep track of hours from that log.
- Make sure to keep track of all paperwork, especially those working toward Bright Future Scholarships.
- Turn in evaluations in a timely manner so that the supervisor may complete them thoroughly.
- Volunteer hours are posted monthly on a spreadsheet located in the youth office. The spreadsheet is presented at the monthly meetings. It is the responsibility of each volunteer to report any discrepancies immediately.

## **Use of Telephone**

- Receiving personal phone calls is not permitted, except in case of emergency.
- If you need to make a phone call (for parent or ride to pick you up), ask your supervisor.
- Use of Smart Phones are not permitted while volunteering/working: no texting, surfing, etc.

## **Visitors**

If you have a visitor, let them know you will see them on your break or after completing your volunteer duties.

**Volunteering is a privilege. There is a waitlist of potential volunteers.  
Let me know if you are unable to meet your duties.**

