

Dear Summer Reading Club (SRC) Volunteer Applicant

Thank you for your interest in volunteering with the East Gwillimbury Public Library. In this package you will find the documents necessary to volunteer with in our Summer Reading Club program.

- SRC Volunteer Application Form (attached), both sides of this form must be completed in full
- Volunteers under 18 years old are required to complete an offence declaration form which will be provided if selected
- Volunteers must sign a *Volunteer Agreement* which includes library policies and a confidentiality statement

Completed applications can be submitted in-person at a branch or electronically to [bodonnell@egpl.ca](mailto:bodonnell@egpl.ca). All documents listed above must be submitted for participation in the program.

Successful applicants will be required to attend an orientation / training session.

If you have any questions about the Summer Reading Club Volunteer position or the application process, please contact [bodonnell@egpl.ca](mailto:bodonnell@egpl.ca).

<b>VOLUNTEER JOB DESCRIPTION</b>	
<b>JOB TITLE:</b>	<b>SUMMER READING CLUB VOLUNTEER - SUPERVISED</b>
<b>REPORTS TO:</b>	Manager, Programs & Community Engagement
<b>SUMMARY</b> Under the direction of a designated supervisor, provides support for the TD Summer Reading Club.	
<b>RESPONSIBILITIES</b> <ol style="list-style-type: none"> <li>1. Support participants during SRC programming to record reading hours.</li> <li>2. Good attendance and punctuality are required.</li> <li>3. Foster an encouraging and positive environment for program participants.</li> <li>4. Support staff in recording hours of Summer Reading Club participants</li> <li>5. Supports the <i>Mission, Vision and Values</i> of the East Gwillimbury Public Libraries.</li> <li>6. Responsible for following Health &amp; Safety policies and procedures.</li> <li>7. Record hours worked and tasks accomplished if required for community service placements.</li> <li>8. Other duties as assigned.</li> </ol>	
<b>QUALIFICATIONS</b> <ul style="list-style-type: none"> <li>• Completed Grade 8.</li> <li>• Proficiency in English language.</li> <li>• Demonstrated interest and enthusiasm in working with children and the public.</li> <li>• Ability to communicate courteously and effectively.</li> <li>• Patient, dependable and reliable.</li> <li>• Volunteers must be under 18 and complete a defense declaration form.</li> </ul>	
<b>TIME COMMITMENT</b> <ul style="list-style-type: none"> <li>• Volunteers must commit to a minimum participation level of 2 hours per week as scheduled for the duration of the program (excluding holidays).</li> <li>• Availability Tuesday to Saturday during the morning, afternoon or evening.</li> <li>• Volunteers must complete and submit a Summer Reading Club Volunteer application.</li> </ul>	
<b>APPLICATION PROCESS</b> <ul style="list-style-type: none"> <li>• Volunteers must complete and submit a Summer Reading Club Volunteer application.</li> </ul>	
<b>TRAINING</b> <ul style="list-style-type: none"> <li>• Volunteers must attend an orientation/training session prior to participating in the program.</li> </ul>	
<b>BENEFITS</b> <ul style="list-style-type: none"> <li>• Volunteers will gain valuable work experience and develop teamwork and leadership skills.</li> <li>• Volunteers will earn community service hours for their secondary school diploma.</li> </ul>	

**Please complete all sections of the form**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade/Year: \_\_\_\_\_ Age: \_\_\_\_\_

Preferred Volunteer Location (Holland Landing or Mount Albert): \_\_\_\_\_

Name of School currently attended (if applicable): \_\_\_\_\_

- I give the East Gwillimbury Public Library permission to contact me regarding other volunteer opportunities and programs.

Please indicate your availability below:

Time	Tuesday	Wednesday	Thursday	Friday	Saturday
10-11					
11-12					
12-1					
1-2					
2-3					
3-4					
4-5					
5-6					
6-7					
7-8					

**New volunteers must attend an orientation session.**

**Your completed application must be returned to the library at which you would like to volunteer.**

*Personal information on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act, 1999, MFIPPA\Regulation 29. Personal information collected on these forms is used to contact program participants. After the program the forms are destroyed and non-identifying statistical information is retained.*

Summer Reading Club volunteers must have completed Grade 8 and be under the age of 18.

We thank all applicants for their interest in the program, however, only those selected for an interview will be contacted.

1. Why are you interested in volunteering with the Summer Reading Club?

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2. Tell us about an experience you have had working with children or the public.

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3. What qualities do you have that would make you a great candidate for volunteering at the library?

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4. Why do you think reading is important in a high-tech world?

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5. What is your favourite children's book, and why is it your favourite?

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Signature:

Date: