



Parent Volunteer Application

The Northlake Public Library District welcomes parent volunteer applications from parents who have children that actively attend Youth Services Programs and live within the library district boundaries. While we cannot guarantee volunteer opportunities, we strive to accommodate all applicants. Applications must be returned to the Youth Services Department on the first floor of the library.

Parent volunteers will be used on an as needed basis. Volunteers are able to view and sign up for future events via an online Google Calendar that will be shared with them upon approval of their application.

Name: _____

Address: _____ Telephone: _____

Email: _____

Are you volunteering as a court requirement ordered? YES or NO

**if yes, please visit the Adult Services Department*

I have children that actively attend Northlake Public Library Programs:

YES or NO Ages of Children _____

Please read the following Parent Volunteer Guidelines

1. Parent volunteers are chosen at the discretion of the Head of Youth Services.
2. Volunteers should remember that they represent the Library and should always be courteous to library patrons and staff regardless of age.
3. Volunteers should wear appropriate attire to the library and wear a library nametag during their shift.
4. Volunteers will arrive on time and notify a staff member when they arrive.
5. Volunteers must keep their cell phones in their pocket on vibrate and must not make or receive any calls that are not emergencies.
6. Volunteers may take a 5-minute break whenever necessary, as long as they tell a staff member where they are going.
7. Volunteers will perform duties as assigned in a pleasant manner. Any questions related to duties should be directed to Youth Services staff.
8. Volunteers must keep socializing to a minimum.



I understand that any use of drugs, alcohol, weapons, or any form of theft, violence, or bullying are a violation of NPLD's Patron Code of Conduct and are grounds for immediate termination and/or prosecution.

1. Job duties include but are not limited to: room set-up and/or cleanup, wearing character costumes and assisting children during a program.

If you agree with the guidelines please sign below:

Volunteer Signature: _____ Date: _____

Please return this application to the Youth Services Desk at the Northlake Public Library. If you have any questions, please call the **Youth Services Department** at 708-562-2301 x6.