

Georgina Public Library Board Policy Manual

Policy Title: Secondary School Student Volunteers

Intent

The Ontario Ministry of Education has incorporated 40 hours of mandatory community service into the secondary school curriculum. Georgina Public Library is pleased to assist students in fulfilling their voluntary requirement in the Library.

Regulations

1. Interested students may fill out our application form, and drop it off at any library branch. This form is available on the Teen page of our website, as well as in all library branches.
<http://www.georginalibrary.ca/en/kids-teens/Teen-Volunteer-and-Community-Involvement-Hours.aspx>
2. Prospective student volunteers will be screened and/or interviewed by staff.
3. The Library reserves the right to limit the number of student volunteers in order to provide proper instruction and supervision.
4. The Library will provide suitable instruction in Health and Safety, and Workplace Hazardous Materials Information System (WHMIS).
5. Available activities for secondary school volunteers:
 - a. **Weekly Program Helpers.** A weekly commitment in either Keswick or Peter Gzowski Branch. Volunteers will help run the program as needed including set-up and take-down, as well as working directly with children.
 - b. **Teen Advisory Group.** This group meets monthly from September to June and acts as a liaison between their school and the library. They also offer constructive ideas and suggestions for change and improvements for the library.

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These activities can be undertaken with a minimum of orientation and instruction. Most can be completed in a concentrated block of time, allowing the student to amass 5-20 hours over a short period of time. The student will, at all times, be working with library staff. No student volunteer will replace a paid staff member.

6. Jobs to be excluded:

- a. Regular library student duties such as shelving and shelf reading.
- b. Crowd control at library programs.
- c. Activities/projects involving access to the library automated system or customer records.

7. The Library will provide an acknowledgement of volunteer hours worked by a student, provided a week's notice is given.

8. Letters of reference for school or employment may also be provided for students if the following conditions are met:

- a. The student has volunteered for a minimum of 20 hours with the library.
- b. The student has volunteered at the library within the last two years.
- c. A minimum of a week's notice is given.
- d. The student was never deemed unsuitable for the placement.

9. If a student is unable or unwilling to fulfil an agreed upon volunteer commitment, or is deemed unsuitable for the placement, library staff reserve the right to terminate the placement.

Procedures:

1. Interested students may log onto the Teen page on our web-site to download the application form.

<http://www.georginalibrary.ca/en/kids-teens/Teen-Volunteer-and-Community-Involvement-Hours.aspx>

2. Copies of the application form are also available at all library branches.

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POLICY HISTORY:	
Initial Draft	May 29, 2014
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