

# Rockaway Township Library Teen Volunteer Application Summer 2025

## Rules You will Need to Know

1. Teen Summer Volunteering in the library is open to **Rockaway Township residents entering grades 8-12 in the Fall.**
2. If you are planning to volunteer with a friend or sibling on the same day and time, indicate the name of the person you wish to volunteer with and **submit your completed applications together** so that we are able to honor your request. We will not assign you to a day and time slot until both of you have submitted completed applications.
3. We will provide a short orientation for each teen at the beginning of their first volunteer session.
4. Within 10 days of submitting your application (by dropping it off at the upstairs circulation desk or scanning & emailing it to [darlene.steinhardt@rtllibrary.org](mailto:darlene.steinhardt@rtllibrary.org)) you will receive an email confirming the day and time of your assignment and other details.

**If you do not receive an email within 10 days please email [Darlene.Steinhardt@rtllibrary.org](mailto:Darlene.Steinhardt@rtllibrary.org) or call 973-627-2344.**

# Rockaway Township Library Teen Volunteer Application Summer 2025

For Library Use  
Only  
Date Rec'd:  
Time Rec'd:

The Rockaway Township Library Teen Summer Volunteer Program is a **6-week program open to all Rockaway Twp. residents entering grades 8-12 in the fall.** Students will volunteer **2 hours a week for 6 weeks.**

**Volunteering starts the week of June 23 and ends on August 2.** Volunteer duties include registering children for the summer reading club & recording their minutes read, giving out reading incentives to the children, helping librarians prepare crafts for programs, organizing materials, & other tasks as needed.

**We will not be accepting volunteers who cannot commit to at least 8 hours of volunteering during the 6 week period.** Please carefully consider your summer plans before volunteering. **If you know your vacation plans in advance, please indicate them on the reverse side of this application.**

Please read both sides of this form before completing the application. Return it to the library's upstairs circulation desk no later than 6/13/25 Please write legibly.

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

COMPLETE MAILING ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_

GRADE IN SEPTEMBER \_\_\_\_\_ SCHOOL IN SEPTEMBER \_\_\_\_\_

HOME PHONE # \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

EMERGENCY CONTACT NAME  
\_\_\_\_\_

EMERGENCY PHONE # \_\_\_\_\_

I, \_\_\_\_\_ (print STUDENT name)  
understand that I am to arrive promptly for my volunteer shift or call the library if I cannot make it. I will not bring siblings or friends to my volunteer shift. I will also notify the library of any planned absences.

I HAVE READ AND AGREE TO THE ABOVE GUIDELINES SET UP BY RT LIBRARY.

SIGNATURE OF TEEN \_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN (required) \_\_\_\_\_

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Volunteer sessions are **first come, first choice**. Students will select their day of the week & time slot rather than be assigned one. Please consider any scheduling conflicts you may have when choosing your time slot. **Please circle & LABEL your 1st, 2nd, & 3rd choices.**

Below are the days, times, and number of volunteers needed.

**The Teen Summer Volunteer Program will run from Monday, June 23—Saturday, August 2.**

**Please return the completed & signed application to the upstairs circulation desk no later than 6/13/25. You may also scan & email the completed application to [darlene.steinhardt@rtllibrary.org](mailto:darlene.steinhardt@rtllibrary.org) You will be notified by email within 10 days of your assigned day and time.**

**If you wish to volunteer with a friend, you both must write on the application the full name of the friend you wish to be placed with and submit your applications at the same time. Your assignment will not be made until the library receives both applications.**

## **Mondays**

9:00-11:00am (2 volunteers)  
11:00am-1:00pm (2 volunteers)  
1:00-3:00pm (2 volunteers)  
3:00-5:00pm (2 volunteers)  
5:00-7:00pm (2 volunteers)

## **Thursdays**

9:00-11:00am (2 volunteers)  
11:00am-1:00pm (2 volunteers)  
1:00-3:00pm (2 volunteers)  
3:00-5:00pm (2 volunteers)  
5:00-7:00pm (2 volunteers)

## **Tuesdays**

9:00-11:00am (2 volunteers)  
11:00am-1:00pm (2 volunteers)  
1:00-3:00pm (2 volunteers)  
3:00-5:00pm (2 volunteers)  
5:00-7:00pm (2 volunteers)

## **Fridays**

9:00-11:00am (2 volunteers)  
11:00am-1:00pm (2 volunteers)  
1:00-3:00pm (2 volunteers)  
2:30-4:30pm (2 volunteers)

## **Wednesdays**

9:00-11:00am (2 volunteers)  
11:00am-1:00pm (2 volunteers)  
1:00-3:00pm (2 volunteers)  
3:00-5:00pm (2 volunteers)  
5:00-7:00pm (2 volunteer)

## **Saturdays**

10:00am-12:00pm (2 volunteers)  
12:00-2:00pm (2 volunteers)  
2:00-4:00pm (2 volunteers)

**If you know the dates when you will be absent because of planned vacations or other events, please write it here:**

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