



## Paoli Library Volunteer Application - Summer 2026

Age (as of Jun. 1, 2026): \_\_\_\_\_

*\*All volunteers **must** be at least 15 years old by June 1, 2026. ALL applicants ages 18+ must provide a background check and clearances.*

**PLEASE PRINT CLEARLY IN CAPITAL LETTERS**

First and Last Name of Applicant: \_\_\_\_\_

Street address, town, zip: \_\_\_\_\_

Applicant email: \_\_\_\_\_ and Phone: (    ) \_\_\_\_\_

Parent email: \_\_\_\_\_ and Phone: (    ) \_\_\_\_\_

### VOLUNTEER POSITION DETAILS

#### Summer Reading Table Support

Shifts are 2-3 hours long; we ask that you commit to at least one shift per week between June 15 and August 18.

- Responsibilities include:
  - Registering and assisting library patrons with Summer Reading and GoWilMa for all ages (infant, elementary, teen, adults).
  - Giving out prizes and raffle tickets.
  - Talking to patrons about what they're reading.
  - During quiet shifts, other tasks may be assigned, such as tidying shelves, dusting, or pulling items for holds.
- Applicants must be accurate, patient, personable, friendly, and comfortable interacting with children of all ages and their parents/caregivers.
- Preference given to those who are available during busy shifts (before and after programs, weekends).

#### DAYS AND TIMES YOU ARE POTENTIALLY AVAILABLE TO VOLUNTEER FROM MONDAY, JUNE 15 THROUGH TUESDAY, AUGUST 18

Please complete all that apply. We assign shifts based on availability. Most shifts are 2-3 hours.

Day	Library Hours	I am available between the hours of:	
Sundays	12-4pm	_____	and _____
Mondays	9:30am-5pm	_____	and _____
Tuesdays	9:30am-7pm	_____	and _____
Wednesdays	9:30am-5pm	_____	and _____
Thursdays	9:30am-7pm	_____	and _____
Fridays	9:30am-5pm	_____	and _____
Saturdays	9:30am-5pm	_____	and _____

**PLEASE LET US KNOW ABOUT ANY INDIVIDUAL DAYS OR FULL WEEKS WHEN YOU WILL BE AWAY  
BETWEEN JUNE 15 AND AUGUST 18 (vacations, camps, family commitments, etc.).  
We need specific dates, please!**

Dates unavailable to volunteer: \_\_\_\_\_



**This signature serves as my pledge that, if selected, I will volunteer when scheduled, and I will contact the library promptly if I am not able to keep my commitment:**

Signature of volunteer: \_\_\_\_\_

Date: \_\_\_\_\_

**This signature serves as my pledge that I will support my child as a volunteer by bringing him/her promptly to the library for all volunteer shifts to which s/he has committed:**

Signature of parent/legal guardian (if volunteer is under 18): \_\_\_\_\_ Date: \_\_\_\_\_

Please complete and return to Paoli Library OR by saving this as a PDF and email it as an attachment to [acengel@ccls.org](mailto:acengel@ccls.org).

**VOLUNTEER EXPECTATIONS**

- Show up on time for all shifts to which you have committed.
- Contact us ASAP if you will be late or absent. If you are giving at least 36 hours’ notice, this can be done by emailing the Head Librarian, Abby Cengel at [acengel@ccls.org](mailto:acengel@ccls.org) or calling 610-296-7996 x312. If your absence is due to a last-minute conflict, emergency, or illness and you are NOT able to give at least 36 hours’ notice, you MUST call Paoli Library (610-296-7996) and leave a message if you get the voicemail. This will be checked every day that we are open and regardless of the Head Librarian’s schedule.

**DRESS CODE**

- Dress comfortably but appropriately. If you are allowed to wear it to school you are allowed to wear it in the library.

**WILL YOU BE KEEPING TRACK OF MY VOLUNTEER HOURS?**

- Yes! At the end of your volunteer commitment, a certificate with your total volunteer hours will be available. We keep volunteer statistics for one calendar year only, so you will need to keep your certificate as proof beyond that. If you need the Head Librarian to sign a separate letter or form for a specific organization, that can be done upon request.

**WHAT IF I CAN’T FULFILL MY VOLUNTEER COMMITMENT?**

- We count on our volunteers to be available when scheduled, and it is a hardship on the staff and other volunteers when someone is unexpectedly absent. If you have a conflict of which you were not previously aware that will prevent you from keeping your commitment for the span of several days or weeks, such as a newly-scheduled vacation or camp, we may have to reevaluate your volunteer status.
- If you don’t have a schedule conflict but discover that the position to which you were assigned isn’t a good fit, it may be possible to switch tasks if we can get your previous position filled by another volunteer.

Volunteers accepted for a position will receive a copy of the position details, expectations, dress code, and commitment information above.