



South Milwaukee Public Library
1907 10th Avenue
South Milwaukee, WI 53172
(414)768-8195

Teen Volunteer Guidelines

The library has the following expectations of our Teen Volunteers:

- Volunteer must be enrolled in grade 6 through 12.
- Volunteer must be able to follow written and verbal instructions and work independently.
- Volunteer should dress neatly and conservatively.
- Volunteer must be courteous, responsible, and follow the library policies.
- Please be mindful of your conversations while you are volunteering, as children may be present.
- **Inappropriate language and subject matter will result in immediate dismissal.**
- Please refrain from socializing with friends during your volunteer time. We expect your full attention to be on your assigned tasks.
- Covered water containers are permitted. Beverages, other than water, and food are not permitted while volunteering.
- Only emergency cell phone use is permitted while volunteering (**this includes texting**).
- Electronic devices are not permitted during volunteer time. This includes, but is not limited to MP3 players, DVD players, netbooks, and iPods.
- Volunteer will be permitted to work a maximum of 6 hours a week.
- Time slots are set in ½ to 3 hour increments.
- If you are unable to report for volunteer service during your scheduled time you **MUST** call the library at: **414-768-8195**.

***Failure to follow the Teen Volunteer Guidelines
may result in termination of volunteer eligibility!**