

San Mateo County Library
Teen Leader Reader
LEADER CONTRACT

Leader name: _____
first last

Age: _____ School: _____ Grade: _____

Cell phone: _____ Home phone: _____

Email: _____

Leader Reader Volunteer Code of Ethics and Work Agreement

I understand that as a Teen Leader Reader Volunteer, I will be considered a valuable member of the Library team and will be expected to assume the responsibilities in my job description. I understand and agree to:

- Maintain a neat and clean appearance and dress appropriately for the job I'm doing.
- Be reliable and punctual, notifying my supervisor as soon as possible if delayed or unable to keep my schedule.
- Abide by the Library's Standards of Behavior and interact with library patrons in a courteous manner.
- Give full attention to my job, which means I will not bring friends or younger siblings with me to my job.
- Be a cheerful and cooperative team player, asking staff for help when I have a problem or question, and providing suggestions as appropriate.
- Commit to a regular weekly one hour Leader Reader shift for at least 20 hours.
- Attend a Teen Leader Reader Orientation.

Leader signature

date

In return, the library agrees to:

- Provide necessary training and orientation.
- Provide necessary materials and supplies.
- Review volunteer performance, maintain volunteer records, and provide a certificate attesting to volunteer's service at the end of the school year.
- Welcome volunteer as a team member in the library.

Library staff signature

date

(over)

To help us determine the value of this program, we would like to know the following information now and at the end of the year.

Answer these questions at the
START OF THE PROGRAM

1. Do you need community service credit? _____
2. If yes, how many hours do you want to complete? _____

Answer these questions at the
END OF THE PROGRAM

1. Did you meet the number of hours that you said you wanted to complete listed above? yes _____ no _____ What was the total? _____

2. On a scale of 1 to 5 (with 5 being the best), please tell us how you think your reader improved in their reading (circle one):

(least) 1 2 3 4 5 (best)

3. As far as volunteer programs for teens go, I thought this program was (circle one):

not too valuable just ok pretty good really great!

4. Anything else you would like to tell us?

THANK YOU!