

# CYPRESS LIBRARY ▪ TEEN VOLUNTEER GUIDE 2018-2019



Orange County, CA  
**Public Libraries**  
*Open Doors. Free Access. Community.*

5331 Orange Ave, Cypress, CA 90630  
www.ocpl.org ▪ 714-826-0350  
ocpl.cypress@occr.ocgov.com

Thank you for your interest in volunteering for the Cypress Library! Without the help of teens like you, we would not be able to provide highly demanded programs to our community. As an exceptional volunteer, your time will qualify for community service requirements and you may request letters of recommendation.

PROGRAMS	SHIFT TIMES & DAYS	Grades
Homework Help	3:20-4:35pm Mondays and/or Wednesdays (1.25 hrs)	9-12
Rookie Readers	3:20-4:35pm Tuesdays (1.25 hrs)	8-12
Teen Advisory Board (TAB)	3:30-5:00pm First Thursday Meetings + flexible hours	8-12
ESL FUNbassadors	Select Saturdays 1:45-3:45 (2 hrs)	9-12

## GENERAL QUALIFICATIONS

- Enjoys working with children.
- Wants to be a good role model.
- Has a positive attitude, is actively willing to help where needed.
- Is committed, dependable, punctual.
- Is organized, self-motivated, a quick learner, can work independently.

## GENERAL RULES AND EXPECTATIONS

- Commitment: The students, their caregivers, and library staff are counting on you to be on time and to be present.
- Absences: If you will be late or absent on the day of your shift, CALL the library at 714-826-0350 and leave a message with a staff member. Leave voicemail or email as last resort... and *late* is better than *never*!
- Email: Library staff primarily communicates via email. Please ensure you have provided us with a current, valid email address, and that you or a family member checks it regularly.
- Records: Log your service on your time sheet accurately and legibly. Sign out with staff. *This serves as your verification.*
- Name badge: Pin it clearly near your shoulder so we can call on you properly. Return it after your shift.
- Distractions: Mobile devices, headphones, non-volunteer friends and family, chatting, and snacks are not allowed.
- SAFETY IS IMPORTANT. Wear close-toed shoes. Alert staff to/of any issues or problems, especially if unsure.

## HOMework HELP 3:30-4:30pm Mondays & Wednesdays (session limits: K-2: 20-min, 3-5: 30-min, 6-8: 45-min)

*Free homework assistance for students in grades K-8 provided by high school volunteers.*

Fall: Aug. 27—Dec. 12 (break 9/3, 9/24-26, 10/8, 10/31, 11/1, 11/19-21) ... Spring: Jan. 7—Apr. 24 (breaks TBD)

### Duties

- Greet students, encourage them, be attentive.
- Help students organize and understand their assignments during timed sessions.

### Rules and Expectations

- No mobile phones. Chromebooks are available for research.

## ROOKIE READERS 3:30-4:30pm Tuesdays (session limits: K-2: 20-min, 3-5: 30-min)

*Free one-on-one reading practice for children in grades K-5 provided by teen volunteers, aiming to help children grow into independent readers and lifelong learners. Themes and book selections are set each week.*

Fall: Aug. 28—Dec. 11 (break 9/24-26, 11/19-21) ... Spring: Jan. 8—Apr. 23 (breaks TBD)

### Duties

- Greet students, encourage them, be attentive.
- Help students choose a book to read.
- Pair with a student 1-on-1 (sometimes in varying group sizes).
- Support vocabulary pronunciation; engage to confirm they understand unfamiliar words or stories.

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## **TEEN ADVISORY BOARD** meetings 3:30-5:00pm First Thursdays

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*Help plan, prepare, set up, and run library programs. Flexible and regular hours available. Be a team leader and keep your group on task. Check the TAB binder for available program shifts.*

**Meetings:** September 6, October 4, November 1, December 6, January 10\*, February 7, March 7, April 4, May 2

### Duties

- Storytime crafts & library decorations: cut, draw, paint, glue, count, assemble, arrange, design, etc.
- Program assistance: energetically greet and/or sign in participants, count attendees, monitor activity, assist staff, etc.
- Shelving and \*shelf reading: Put books away in order, pull any out-of-order books, tidy shelves, shift books to accommodate shelf space. *\*Accuracy and attention to detail crucial and required... fulfilling if you LOVE organization!*
- Collection development: sticker/stamp books, black out discards, etc.

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## **ESL FUNBASSADORS** 2-3:30pm Select Saturdays, once a month

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*Help teen and adult English-learners learn through play (music, games).*

**Fall:** August 11, September 8, October 20, November 17

### Duties

- Learn modern tabletop games (board, card), and use them as a tool for English learning.
- Through reading game instructions together in sections or turns, you and the learners will be teaching them back to the class.
- You and the learners will play games and chat. Even talking some smack to each other during play helps learners become familiar with colloquialisms and idioms.

### Rules and Expectations

- Speak clearly and slowly so learners have a chance to comprehend the conversation.
- Use simple and concise English vocabulary.
- Be kind and cooperative, not disparaging or excessively competitive.
- *Get ahead and research some of the listed games online or on Youtube...*

### Examples of Games

- |               |                |                      |                   |                         |
|---------------|----------------|----------------------|-------------------|-------------------------|
| » Bananagrams | » Fluxx series | » Kingdominos        | » Snake Oil       | » Quiddler              |
| » Dixit       | » Funemployed  | » Love Letter's      | » Timeline series | » Word on the Street    |
|               | » In a Pickle  | » Rory's Story Cubes | » Time's Up       | » You've Been Sentenced |

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## CONTACTS:

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<b>Cyrise Smith</b>	Branch Manager
<b>Stephanie Mate</b>	Youth Services Librarian
<b>Stan Wang</b>	Adult Services Librarian
<b>Yuka Kobayashi</b>	Library Assistant, Teen Volunteer Coordinator
<b>Glenda Gomberg</b>	Library Assistant, Storytime and Books&Bites Coordinator
<b>Isabel Stevens</b>	Library Assistant, Rookie Readers Coordinator
<b>Claudia Bowles</b>	Library Assistant, TED Talks Coordinator

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## HOW TO SCHEDULE YOUR SHIFTS:

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Once we have your application, you may sign up for shifts.