

★ TeenTeam Computer Lab Assistant Registration ★

How It Works

We invite teens in grades 9-12 to serve as volunteer Computer Lab Assistants at the Westmont Public Library! Assistants will help users with questions they have concerning the library's computers (i.e. how to login , shut down, print). Assistants will also help maintain a clean computing environment.

Requirements

We request that applicants have working knowledge of computers. Some of the operations you may be asked to perform are printing in black and white or in color, cutting and pasting within documents, transferring files between email, computers, and USB drives.

TeenTeam Personal Information

Name _____ Grade in Fall _____

Address _____

City _____ Zip Code _____ Phone _____

School Name _____

Have you been a volunteer anywhere before? YES NO If yes, where and what did you do?

How did you hear about the TeenTeam program?

Why would you like to be a TeenTeam member at the Westmont Public Library?

Emergency Contact Information

Name _____ Relationship _____ Phone _____



428 N Cass Ave Westmont, IL 60515
T: 630-969-5625
www.westmontlibrary.org

Date received:

Staff initials:

Scheduling Preferences

TeenTeam volunteers will be assigned hours on a first come, first serve basis. TeenTeam volunteers will be scheduled for one 2-hour shift per a week. Once all TeenTeam volunteers have been scheduled for one shift, the TeenTeam volunteer coordinator may assign additional hours to those who make themselves available. Please note that TeenTeam volunteers may work only the hours assigned to them.

Please circle your top 2 choices for when you would be able to work, and label as 1st or 2nd choice.

(Parents: Please put your initials next to your teen’s choices to approve his or her selections.)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5 to 7 p.m.	5 to 7 p.m.	5 to 7 p.m.	5 to 7 p.m.		10 to 12 p.m.	1 to 2 p.m.
7 to 9 p.m.	7 to 9 p.m.	7 to 9 p.m.	7 to 9 p.m.		12 to 2 p.m.	2 to 4 p.m.
					2 to 4 p.m.	

Would you like to be considered for additional hours? YES NO

Please list below any dates/times you are **not** available to volunteer (including lessons, sports, vacations, etc):

If you have any questions call 630-969-5625 ext 215 or email jschultz@westmontlibrary.org

Volunteer Signature _____ Date _____

A parent/guardian must also sign:

I approve my child’s scheduling preferences, and I give my permission for my child to volunteer at the Westmont Public Library.

Parent/Guardian Signature _____ Date _____