

NORTHBROOK PUBLIC LIBRARY SUMMER HIGH SCHOOL VOLUNTEER PROGRAM

What you need to know

The Summer High School Volunteer Program will include groups and volunteer shifts in the library. Please read this entire document before submitting your application online.

Requirements

- Volunteers must be attending high school in the Fall of 2025 to participate in the Summer High School Volunteer program.
- Volunteers must be able to commit to completing 8 hours of service between June 9 and August 10.
- Volunteers submit their online Application by Monday, May 26 at 11:59pm. The Application link can be found on page 13.

Scheduling with Volgistics

- The Summer High School Volunteer Program will use Volgistics's VicNet for scheduling.
- When you submit your application online, you will create a password for your account; the email you provide on your application will be used as the username.

Communication

- Email will be our main form of communication outside of meetings and shifts. Failure to reply to email communication will result in us calling you and your guardians on the phone to reach you.
- You must check your email regularly starting May 27, as that is how we will contact you in case of issues with your application and to offer each volunteer their position in our program.

Scheduling

- Shifts are typically between 1 and 2 hours long depending on the assignment.
- Typically volunteers will not be scheduled for more than one shift per day. This is dependent on your schedule as well as your assignments. If you indicate that you want to work in two groups that meet on the same day, at different times, please note in the Scheduling field of the application that you want to work at both. If it is an either/or situation, please note this in the Scheduling field.

Summer High School Volunteer Appreciation Party

The Summer High School Volunteer Appreciation Party will be held on Thursday, August 7 from 3-4:30pm in the Pollak Room. Expect food, drinks, and gifts!

ASSIGNMENTS

Please read the descriptions and requirements very carefully. You must select at least 2 assignment options on your online application.

As long as it fits with your schedule, you can indicate interest in multiple assignments; you will be assigned a maximum of two assignments. If you select multiple assignments on your application Assignment Preferences, please note in the Scheduling field if you have a first choice. We cannot guarantee everyone will get their first choice, but we will take it into account when building your schedule.

Group Assignments (learn more on page 3)

Our Group assignments offer teens specialized work in an area of personal interest, such as art, video editing, gardening, or books. Teens assigned to a Group will be working with a Group Supervisor on projects for the library.

Summer Reading Desk Assistant (details on page 7)

Teens assigned to the Summer Reading Desk will be checking reading logs, distributing prizes, and doing general tasks as assigned.

Department Assistants (details on page 8)

Teens assigned to be a Department Assistant will be helping in other departments in the library. Duties will be assigned by the individual departments.

Program Assistants (details on page 9)

Teens assigned to be a Program Assistant will do program prep and clean up, in-program tasks, and other duties as assigned.

Group Assignments

These groups offer the teens specialized work in an area of personal interest, such as gardening, art, or reading.

- As long as it fits with your schedule, you can indicate interest in multiple groups; you will be assigned a maximum of two groups.
- Interest in a Group does not mean you will be assigned to the Group. It will depend on the number of interested teens and availability. At the start of June, you will receive an email confirming your group assignment.
- The Groups have specific requirements, such as skills or availability. If you cannot meet the requirements, you are not eligible for the Group.
- Each group will require volunteers to work 8 hours over the summer and has a minimum number of sessions to attend; if you are interested in extra hours, most groups will provide additional hours and allow you to attend additional meetings.

YA Book Group (15 volunteers)

Supervisor: Stephanie Bremner

Do you love books and reading? Want to help the library keep our books and shelves looking great? Join the YA Book Group! Volunteers will create book displays, create decorations for the library's bookshelves, update booklists, pull worn materials for weeding and reordering, and come up with creative ways to help readers find great books to read.

Volunteers must be available to attend at least 4 of the following meetings.

Tuesday evenings, 5-7pm

- June 10 , 17, 24
- July 8, 15, 22, 29
- August 5

Garden Group (10 volunteers)

Supervisors: Miles Schwartz and Adrienne Edwards

Volunteers in this group will be maintaining the outdoor Food Pantry plot in the Northbrook Community Garden, located behind Village Hall. All produce will be donated to the Northfield Food Pantry. Garden maintenance will include planting, weeding, watering, and harvesting. All activity will take place outside, no matter what the temperature is. In case of rain, sessions will move indoors to work on other projects.

Volunteers must be available to attend at least 8 of the following meetings:

Monday mornings, 10-11am

- June 9, 16, 23, 30
- July 7, 14, 21, 28
- August 4

Thursday afternoons, 4-5pm

- June 19, 26
- July 17, 24, 31

Craft Group (20 Volunteers)

Supervisors: Amanda Lopez and Sara Chase

Volunteers in this group will be assisting library staff with cutting and packaging themed crafts for our early learners. Our early learner crafts are a vital resource for the library to entertain and educate children through hands-on art projects, and are available all year long. Supplies to assemble the crafts will be provided to volunteers.

Volunteers will also work in pairs to create a booklist themed for the craft. Completed crafts will be due back to the library by Sunday, August 10.

Monday evenings, 6-8pm

- June 9, 16, 23
- July 14, 21, 28

Wednesday evenings, 6-8pm

- June 11, 18, 25
- July 16, 23, 30

Volunteers will be expected to volunteer for at least 8 hours of their choosing and finish their assigned craft and booklist.

Chess Group (6+ volunteers)

Supervisors: Summer Kosuge and Jason Waclawik

Volunteers in this group will help run our Checkmates Drop-In Chess Program for chess players in Kindergarten through 12th grade. Volunteers will help pair up players for games and will also be expected to play against kids and teens.

Volunteers in this group must know how to play chess. Extra hours for chess board maintenance will be available for volunteers to independently schedule with the supervisors.

Volunteers must be available to attend at least 4 of the following meetings:

Friday afternoons 3:15-5:00pm

- June 13, 20,
- July 11, 18, 25
- August 1

Early Learning Play Group (5 volunteers)

Supervisor: Sara Chase and Urye Min

Join us on Tuesday mornings to plan and implement age-appropriate sensory and play activities for some of our youngest patrons. Each week we will feature an engaging activity that children can enjoy. We will have a pre-planned activity for the first week, so teens have a chance to meet and plan the next week's activity. After that, volunteers will plan the first hour and facilitate the activity for the second hour, including set-up and clean-up.

Volunteers must be available to attend at least 4 of the following meetings.

Tuesday mornings 10:00am-12:00pm

- June 10, 17, 24
- July 8, 15, 22

Program Prep Group (5 volunteers)

Supervisors: Liz Becker

If you are interested in what goes into making our programs run smoothly, this volunteer group will be helping prep all kinds of arts, crafts, and science supplies for our programs throughout the summer.

Volunteers will be required to attend at least 5 of the following meetings.

Program prep sessions: Monday afternoons 12:30-2:00pm

- June 9, 16, 23
- July 7, 14, 21, 28

Now Trending Teen Led Book Discussion Group (5 volunteers)

Supervisor: Dalia Shapiro

Do you enjoy talking about books, and want to share the love of reading with upper elementary and middle school kids? Plan and prepare for two different book discussions that will be fully led by you, the teen volunteers. Volunteers will be required to read the book on your own time and will receive a set amount of volunteer hours.

Volunteers must attend at least 4 of the following meetings, 1 of which being program days June 25 or July 23.

Wednesday afternoons, 3:00-5:00pm

- June 11, 18, 25 (program day)
- July 9, 16, 23 (program day)

Video Creation/Social Media Group (10 volunteers)

Supervisor: Stephanie Bremner and Sean Collins

Do you love making TikToks and Instagram Reels? Volunteers will be working behind and in front of the camera to create videos that promote library events, recommend materials, and more. Get creative with your fellow volunteers and show off your social media skills.

Volunteers must attend at least 4 of the following meetings.

Wednesday afternoons, 2:00-4:00pm

- June 11, 18, 25
- July 9, 16, 23, 30
- August 6

SUMMER READING DESK (15-20 Volunteers)

Supervisors: Stephanie Bremner

Volunteers will be working individually at our busy Summer Reading Desk. Teens will be checking reading logs, distributing prizes, and doing general tasks as assigned with the library's summer reading assistants. Volunteers should be great with kids, happy to talk with families, and ready for fast paced work (and the occasional quiet spell). Besides the mandatory training session, this assignment does not involve group work and as a result has many more opportunities to earn hours with a flexible schedule.

Volunteers must note on their applications what days and times they are unavailable for shifts. Each volunteer will be assigned a minimum of 4 shifts (for 8 hours total of volunteering). There will likely be opportunities for volunteers interested in more hours to take more shifts.

MANDATORY TRAINING SESSION: Monday, June 9, 3:00-4:30pm

June 9 - August 10:

Monday-Friday

- 10am-12pm
- 2pm-4pm
- 4pm-6pm

Saturday

- 10am-12pm
- 2pm-4pm

Sunday

- 2pm-4pm

DEPARTMENT ASSISTANTS

Administration Department (1 volunteer)

The Administration Office is looking for one volunteer to work a 2-hour shift once a week to help with clerical tasks such as filing, data entry, cleaning, organizing, and other duties as assigned.

Potential volunteers must be available to work at least 4 of the following meetings. Priority will be given to individuals who have more availability.

Thursday afternoons, 2:00-4:00pm

- June 12, 19, 26
- July 10, 17, 24, 31
- August 7

Adult Services (1 volunteer)

Adult Services is looking for 1 volunteer to assist with programming and collection maintenance such as dusting and straightening shelves, inspecting items for damage, suggesting items for and creating themed displays, and more.

Potential volunteers must be available to work at least 4 of the following shifts. Priority will be given to individuals who have more availability.

Wednesday afternoons, 1:00-3:00pm

- June 11, 18, 25
- July 2, 9, 16, 23, 30
- August 6

PROGRAM ASSISTANTS (3-5 volunteers)

Youth Services is looking for volunteers to assist with individual programs through the summer. These programs include craft projects, performances, science experiments, storytimes, and other library activities. Typically the volunteer shifts will entail assisting the set up before the program, performing tasks during the program (working with the children participants and the library staff), and cleaning up after the program.

Volunteers will be assigned at least 4-6 programs to earn their 8 hours. There will likely be opportunities for volunteers interested in more hours to take more programs.

Volunteers should note in the Scheduling field of their applications any programs they prefer to work at, as well as any programs they are NOT available to volunteer for.

2025

Stuffed Animal Sleepover drop off (2+ volunteers)

Monday, July 28, 3:30-5:30pm

Helps collect stuffed animals that are dropped off at the library

Stuffed Animal Sleepover Movie Making (3-5 volunteers)

Monday, July 28, 5:30-8:00pm

Helps film videos and take photos of the stuffed animal sleepover around the library

Stuffed Animal Sleepover Video Screening (1 volunteer)

Friday, August 8, 3:45-4:30pm

Assists with checking in for event

Cool Reads (2 volunteers)

Wednesday, June 11, 4:00-5:00pm

Assists with running the program

Gamefest (5-7 volunteers)

Friday, June 27, 3:15 -5:15pm

Assist at different game stations around the YS department, help set and clean up.

Around the World (2 volunteers)

Wednesday, July 9, 3:45-5:15pm

Assists with running the program

Video Game Science (2 volunteers)

Thursday, June 19, 4:00-5:15pm

Thursday, July 17, 4:00-5:15pm

Assists with running the program

Water Color Art Program (3 volunteers)

Monday, June 23, 3:45-5:15pm

Assists with running the program

Mosaic Art Program (3 volunteers)

Monday, July 21, 3:45-5:15pm

Assists with running the program

Games Outside the Box

Tuesdays, June-July, 2:30-4:15pm

Assisting with creative projects and challenges

(See the table on the following page for dates, themes, and volunteer needs)

Games Outside the Box dates, themes, and volunteer needs

Date	Activity	Volunteers
6/10	Egg Drop	3-5
6/17	Rock Painting	3
6/24	8-bit Art	2-3
7/8	Nintendo Switch	1
7/15	Build Your Own Game Dice	2
7/22	TBD	2
7/29	Suncatchers	2-3

NORTHBROOK PUBLIC LIBRARY SUMMER HIGH SCHOOL VOLUNTEER EXPECTATIONS

All policies and procedures of the Northbrook Public Library, including the Patron Code of Behavior, apply to volunteers.

Teen Expectations

- Act as a representative of the library and treat all persons in a friendly and professional manner.
- Arrive 5 minutes before your shift in order to sign in at the Youth Services Desk at the iPad, obtain your nametag, and secure your belongings.
- Call Youth Services at (847) 272-4300 if you are running late for your shift.
- Give 24 hours notice (in person, by phone, or email) if you are unable to make your shift.
- If you are feeling sick or test positive for Covid-19 please let us know as soon as possible and stay home.
- Dress appropriately for each shift; wear the volunteer t-shirt for every shift.
- Actively participate in any mandatory training sessions.
- When working as a library volunteer, it is fine to greet family and friends, but excessive socializing is not appropriate.
- Please limit use of any personal electronic devices while volunteering.
- At the end of every shift, you must sign out at the Youth Services Desk at the iPad. Failure to do so may result in your hours being inaccurately logged.
- Regularly check your email and promptly respond to all communications regarding the NPL Summer High School Volunteer Program.
- Skipping two or more shifts, repeatedly canceling your shift and/or habitual lateness, or failing to respond to emails regarding your volunteer assignments will result in your dismissal from the program.
- Commit to completing a minimum of 8 volunteer hours between June 9 and Aug 10

Parent/Guardian Expectations

Be sure to share these expectations with your parent/guardian:

- Make the NPL Summer High School Volunteer Program a priority in your teen's life.
- Expect your teen to be responsible for their volunteer shifts, training, and required meetings.
- Commit to assisting your teen in attending all shifts, training, and meetings.
- Ensure that your teen is the primary communicator with the NPL High School Librarian and NPL staff members regarding the Summer High School Volunteer Program.

The NPL Summer High School Volunteer Program

- Engages teen volunteers with their current interests and allows them to build relevant, far-reaching skills.
- Facilitates the development of 21st-century skills.
- Is inclusive to all teens in the Northbrook community entering grades 9-12.
- Implements project-based learning through groups which are teen centered and meaningful.
- Provides a positive, enriching, and fun experience for each teen.
- Provides a safe learning and working environment that allows each teen to grow as a volunteer.
- Communicates with teen volunteers in multiple ways, including phone, email, and in person.
- Provides a t-shirt to be worn at all shifts, which is not to be altered in any way.
- Provides letters of recommendation, references, and records of volunteer hours as requested.

Failure to abide by the expectations of the NPL Summer High School Volunteer Program and the Northbrook Public Library's Code of Conduct will result in your dismissal from the program.

APPLICATION DEADLINE & ACCESS

Applications are due by Monday, May 26 at 11:59pm.

You can access the online application here starting Thursday, May 1 at 9:00am:

<https://www.volgistics.com/appform/1639458972>

- Turn in your application by May 26 to volunteer in June through August. Assignments will be filled in the order applications are received.
- Please regularly check your email following May 26, as you will receive emails with the volunteer position offered to you and any questions we have regarding your application.
- Please save this information packet so you can refer to it after applying and during the volunteer program as it contains important information.
- If you have any questions or issues, please contact Stephanie, the teen librarian, at teenlibrarian@northbrook.info or 847-272-4196.