

Burlington County Library System Teen Volunteer Program – Policy Info Sheet

LOCATIONS & DATES: Teens may volunteer at the County Library (Headquarters) in Westampton and its 7 branches (see list below), during **June, July, and August only**. Teens and students who need community service hours for school or an organization and wish to volunteer should plan to volunteer during the summer. Each location determines the number of teen volunteers it needs. Applicants are not guaranteed a volunteer position.

Burlington County Library HQ, 5 Pioneer Blvd., Westampton, NJ 08060	(609) 267-9660
Bordentown Branch Library, 18 East Union St., Bordentown, NJ 08505	(609) 298-0622
Cinnaminson Branch Library, 1619 Riverton Rd., Cinnaminson, NJ 08077	(856) 829-9340
Evesham Branch Library, 984 Tuckerton Road, Marlton, NJ 08053	(856) 983-1444
Maple Shade Branch Library, 200 Stiles Ave., Maple Shade, NJ 08052	(856) 779-9767
Pemberton Community Library, 16 Broadway, Browns Mills, NJ 08015	(609) 893-8262
Pinelands Branch Library, 29 Allen Avenue, Medford, NJ 08055	(609) 654-6113
Riverton Free Library, 306 Main Street, Riverton, NJ 08077	(856) 829-2476

AGE REQUIREMENTS: If the teen volunteer is under age 18, a parent or guardian must initial that the volunteer will be 13 years old by the date on which they first volunteer.

PARENTAL PERMISSION: For anyone under age 18, parents must give permission by signing the back of the teen’s application form.

DUTIES: Teen volunteer duties may vary by location, but generally teens help “record and reward” for the Children’s Summer Reading Program. They also may perform other tasks, such as keeping shelves and rooms in order and preparing materials for craft projects, as needed and depending on location.

APPLICATION FORMS & TEEN AGREEMENT: You may pick up a Teen Volunteer Application Form at the County Library, at any branch, or by visiting our website at www.bcls.lib.nj.us. On the toolbar across the top, go to the far right and click “Topics.” Select “Volunteer” in the drop box, and click “Teen Application” to print an application. Please also read our “Teen Agreement” located just below the “Teen Application.”

SUBMISSION DATES: Teen Volunteer Applications are accepted **no earlier than May 1** at all of our locations. Return the completed application to your preferred location in person or by mail. If you drop off your application at another branch, staff will send it via inter-office mail to the appropriate location, but it will take an extra 2 or 3 days to arrive.

ORIENTATION SESSIONS: Some locations also require attendance at a teen orientation session before you volunteer. You will be informed of this in person, by phone, or by email.

RECORD OF SERVICE HOURS: Documentation of service hours is available by October 1st, after the end of the summer volunteer session. It will be on BCLS letterhead and signed by your supervisor. If teen volunteers cannot come in to get the letter, they may request that it be mailed to their home address.