



Santa Rosa County Library System

6568 Caroline St., Ste. 101
Milton, FL 32570
Linda Hendrix, Library System Director
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www.santarosa.fl.gov/libraries

Student Volunteer Job Description #110: High School Student Volunteer

Location: All Libraries; **Supervisor:** Library Manager or designated employee

Length of Commitment: Varies; **Time Involvement:** Varies

Work Responsibilities include, but are not limited to:

- Maintain order, appearance, and cleanliness of library areas
- Work on library materials – labels, relocating, keeping shelves straight
- Maintain note paper and pencil supplies
- Remove recycle items to recycle bins
- Count library visitors as they enter the library (when requested)

Expectations include, but are not limited to:

- Maintain confidentiality of anything seen or heard from general public and staff
- Be considerate and work as a team member with all employees and other volunteers
- Meet appropriate dress and grooming standards consistent with library guidelines
- Avoid excessive socializing while at work as volunteer

HIGH SCHOOL STUDENT VOLUNTEER Information Sheet / Application

High school students working toward scholarship goals are eligible for library volunteer service. Student volunteers must be 16 years old. Background Checks for students 18 and older are required at no charge to students. Students will report to library managers

Parents/Guardians must sign permission to Volunteer

I (print) _____ am the parent/legal guardian, for (print) _____ and grant permission for him/her to volunteer at the Santa Rosa County Library System, working toward his/her scholarship goal.

Parent/Legal Guardian Signature: _____ Date: _____

Name: _____ Email: _____

Home Address: Street, City, State, Zip: _____

Phone: _____ Social Security Number: _____

Date of Birth: _____ (you will need verification of age)

Your Scholarship Program: _____

Check Library Location Preference (all that apply)

Gulf Breeze _____ Jay _____ Milton _____ Navarre _____ Pace _____

Schedule – Circle the days and time that you want to work at the library

Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri. _____ Sat. _____

Time _____ Time _____ Time _____ Time _____ Time _____ Time _____

Library Hours: Monday-Thursday: 9:00 a.m. – 7:00 p.m.; Friday: 9:00 a.m. – 4:00 p.m. Saturday-Sunday: Closed