



Dear Applicant,

Thank you for your interest in volunteering with Milton Public Library's Teen Advisory Group, 2024-2025. We hope you will find it a fun and fulfilling experience.

In order to be accepted into TAG, applicants must complete the application form, including providing a police records check, and an interview with library staff. Your commitment to the group will last from roughly November 2024-August 2025.

Please complete the application and return the following documents to the Main Library (1010 Main Street East), to Sherwood Branch (6355 Main Street West) or to Beaty Branch (945 Fourth Line) by September 27th, 2024. Late applications will not be accepted.

- 1 Application Form (pages 4-5)
- 1 Parental Acknowledgement and Emergency Contact Form (page 6)
- 1 Volunteer Code of Ethics (page 7)
- 1 Offence Declaration Form (page 8)
- 1 receipt for applying for a Police Records Check OR the final results if available. (Results can take up to 30 days or more to arrive after application. Final results must be provided before group inclusion is finalized. Receipt is required for reimbursement.)
- Reference permission form (page 11) and 2 completed Referee Forms (pages 12-13). Referee forms should be individually sealed in envelopes with the referee's signature across the flap.

Successful applicants will be contacted for an interview no later than Friday, October 4th, 2024. If you have any further questions, please contact Corrina McGill, Teen Services Librarian at 905-875-2665 ext. 3267 or by email at corrina.mcgill@beinspired.ca.

Teen Advisory Group Volunteer Profile

Summary Statement:

Teen Advisory Group members support staff with the delivery of programs for children, teens, and adults at Milton Public Library. Volunteers do not shelve books or perform any tasks that are assigned as staff duties. A wide range of opportunities are available, including the following:

Advisory Committee

- Volunteers in this stream meet monthly with the Teen Services Librarian, acting as representatives of the larger teen community.
- Members advise staff on the current needs of youth as well as how MPL can work towards fulfilling these needs, assist with program development by advising on current trends and interests, and advocate on behalf of MPL within their teen communities.
- All members of the program are welcome to attend monthly meetings, which will take place on Thursday afternoons from 4:00-5:00 PM at the Beaty Branch. Attendance at meetings is not mandatory, but members will earn volunteer hours for attending.
- The first meeting will be Thursday, November 7, 2024.
- Tentative meeting dates: Thursday, December 5, Thursday, January 2, 2025, Thursday, February 6, Thursday, March 6, Thursday, April 3, Thursday, May 1, and Thursday, June 5. Dates are subject to change, and will be communicated in advance.

Program Help

- Volunteers assist staff in the delivery of programs on an as-needed basis. The Teen Services Librarian will email members of TAG as opportunities become available for various programs. Days, times, and duties will be communicated.
- Volunteers are expected to communicate regularly and promptly with the Teen Services Librarian and/or library staff, particularly if they are no longer able to attend a program they had previously agreed to help with.
- Examples of past programs/duties: assisting with large-scale events such as collecting technology to recycle or our Diwali celebration, participating in our Leading to Reading (reading buddies) program, supervising drop-in children's programs, assisting staff with leading programs, and more.

Responsibilities:

- To attend scheduled shifts consistently and on-time, and to communicate with staff in advance regarding any absences or conflicts. There is no minimum number of hours per month, but repeated no-shows without communicating in advance may lead to being chosen for fewer shifts.
- To be fully engaged in their opportunity, participating to the best of their ability and demonstrating enthusiasm for their assigned event.
- To act as a positive role model and teen advocate within the community, and as representatives of Milton Public Library.
- To provide feedback to staff about volunteer opportunities and the program in general.

Minimum Qualifications:

- Completed Grade 8 but not graduated from High School
- Live or go to school in Milton, ON
- Passion for community involvement, especially within a library setting
- Conscientious and reliable
- Friendly and welcoming attitude
- Strong communication skills
- Openness to learning new skills and taking on new opportunities
- Able to work independently and as part of a team as needed in order to fulfill assigned tasks
- Able to illustrate empathy and patience with others, regardless of age group

Orientation, Training & Supervision:

On site orientation will be provided by library staff and will cover the following:

- Program overviews
- Library safety procedures
- Program resources
- Distribution of printed materials, where necessary
- Library staff will also oversee and provide ongoing program assistance throughout the duration of each program.

Application Form

Today's Date: _____

First Name: _____ Surname: _____

Are you under 19 years of age? Please circle one: Yes No

Street Address: _____ Apartment: _____

City: _____ Postal Code: _____

Phone Number: _____ Email: _____

School: _____ Grade: _____

___ Yes, I would like to receive email information about upcoming teen programs (non-volunteer opportunities)

___ Yes, I have access to a smartphone/device and would be willing to download an app for communication and scheduling purposes (checking this is optional, for information)

Parental Acknowledgement Form

I acknowledge that my child _____
has applied to volunteer at the Milton Public Library, as part of the Teen Advisory Group,
at the Main Library (1010 Main Street East, Milton, Ontario), Sherwood Branch (6355 Main
Street West, Milton, Ontario) and Beaty Branch (945 Fourth Line, Milton, Ontario).

I further acknowledge that the volunteer screening process at Milton Public Library includes a
Police Record Check.

Name of Parent/Guardian (Please print)

Signature of Parent/Guardian

Date

Emergency Contact Form

First Name: _____ Surname: _____

Relationship to you: _____

Phone Number: _____ Alternate Phone Number: _____

Volunteer Code of Ethics



Milton Public Library inspires the spirit of exploration, the joy of reading, and the pursuit of knowledge for people of all ages and backgrounds. Milton Public Library is dedicated to providing services in a welcoming and supportive environment. Volunteers have an important role in achieving Milton Public Library's Vision and are required to abide by the following:

Active Participation

As others depend on you, it is important that you attend your scheduled sessions and arrive on time. You are committed to continuous improvement by attending training and must communicate any successes, problems, or suggestions to your program lead.

Confidentiality

Respect the right of confidentiality of program participants, other volunteers, and library staff.

Non-discrimination

Recognize the dignity and worth of every person including program participants, volunteers, and library staff. You must abide by the principles of the Ontario Human Rights Code and complete Disability Awareness Training.

Co-operation

Work with program participants, other volunteers, and library staff in a spirit of mutual understanding and respect.

Representing the Library

Understand that in your role of volunteer, you represent the library. Communication both in print and online about the library and its programs should adhere to all the principles outlined in this code of ethics.

Volunteer's Name (Please Print)

Date

Volunteer's Signature

Staff Signature

Parent/Guardian Signature

Date

Offence Declaration Form

All employees and volunteers of the Milton Public Library are required to complete this form on an annual basis. Where an employee or volunteer discloses a criminal record, an assessment will be made regarding the impact of such record will have on their employment or volunteer status. The declaration is for convictions under the *Criminal Code of Canada*. Milton Public Library does not want disclosure of convictions under any other provincial or federal law (e.g. *Highway Traffic Act*).

It is also understood that any employee or volunteer must notify Human Resources immediately if criminal charges are laid against them, so that an assessment may be made regarding any impact that the charges may have on employment (e.g. request for leave of absence) or volunteering.

Employee or Volunteer Name: _____

I DECLARE, that

- As of this date, I have no convictions under the *Criminal Code of Canada* for which a pardon has not been issued or granted under the *Criminal Records Act (Canada)*
- I have the following convictions for offences under the *Criminal Code of Canada* for which a pardon under the *Criminal Records Act (Canada)* has not been issued or granted.

List of Offences (Identify conviction, date of conviction, and court location)

- I have the following charges under the *Criminal Code of Canada* currently outstanding against me.

Signature of Employee or Volunteer: _____

Date: _____

Submit completed form to Human Resources by January 31st of each year. Offence Declaration Forms will be retained in an employee's personnel file.

Police Records Check

The Milton Public Library requires all volunteers to have a Police Records Check (PRC) completed by September 27, 2024 as part of the Library Board's Vulnerable Sector Screening policy.

Why do I need a PRC?

This type of check is for volunteers who are likely to supervise children or other vulnerable people while volunteering at Milton Public Library. The PRC ensures that all volunteers who work with children do not have any legal restraints preventing them from doing so. To confirm this, a search of the relevant criminal databases held by the RCMP is undertaken. Please note that relevant convictions under the Youth Criminal Justice Act are revealed.

Teen Advisory Group

Depending on your role, you may be required to work with children on a regular basis or supervise them directly. The receipt for your PRC must be provided to library staff along with your application to TAG no later than September 27, 2024. The final results of the PRC must be provided to library staff before you will be allowed to volunteer with children. All final results are due no later than November 1, 2024 unless you have previously communicated any issues with the Teen Services Librarian.

Procedures for Obtaining a PRC

This document requires the signed consent of the applicant as well as a parent/guardian, and must be applied for online at <https://www.haltonpolice.ca/en/services-and-reporting/record-checks.aspx>. You need to apply for a Criminal Record Check, for a Government Volunteer for Youth Under the Age of 18. Sometimes there are issues with applications for individuals under the age of 18 to apply online. If they require a letter from the organization, there is one included in the application package that you can provide to them. You can also apply in person at Halton Regional Police Headquarters at 2485 North Service Road West, in Oakville. Their hours of operation are Monday – Friday, 8:00 AM – 3:45 PM. Please note that processing time is currently 30 days or higher.

How Much Does It Cost?

The cost is free, but if you apply online there is a processing fee of \$11.24 including the tax, which will be reimbursed by Milton Public Library. Please retain your receipt of payment, and once both the document and the receipt have been presented to staff, your reimbursement will be submitted for approval. When it is ready, the Teen Services Librarian will contact you regarding picking it up. Applying in person at Police Headquarters is free, but you will still need to provide a receipt as proof of application.

Please note that Milton Public Library reserves the right to retain the original Police Records Check document, which is valid at Milton Public Library for 1 year.



July 25, 2024

To whom it may concern,

The individual applying for a criminal record check is applying to join the Teen Advisory Group at Milton Public Library. As part of their duties, they sometimes work closely with both children and seniors, in a one to one setting and in groups. Therefore, it is the Library's policy that all volunteers must request a criminal record check from the police, even when the volunteer is a minor.

Please contact me with any questions.

Sincerely,



Corrina McGill, MLIS

Corrina McGill | Teen Services Librarian
Milton Public Library | 1010 Main Street East | Milton | Ontario | L9T 6H7 | 905-875-2665 ext.
3267
Corrina.mcgill@beinspired.ca | www.beinspired.ca

Reference Permission Form:

Please provide both a personal reference **and** a work/academic/volunteer experience reference, using the attached forms. **Your application will not be considered unless accompanied by these completed reference forms.** Please provide your referees with an envelope in which they can seal the form and sign the closure before they return it to you. Submit your application and the accompanying reference envelopes to the staff either at Main Library, Beaty Branch, or Sherwood Branch. A program coordinator will contact you regarding an interview by October 4, 2024. We thank you for your interest in volunteering with Milton Public Library but only those applicants shortlisted for a position will be contacted for an interview.

You are also required to complete and submit the section below. Please read before signing.

I, _____ (applicant) hereby authorize Milton Public Library to solicit a reference from _____ and _____ (names of referees) in connection with my application for this volunteer position, and to investigate any statements made in this application. In so doing, I release Milton Public Library and all others from liability in connection with such activities.

I hereby authorize the above named referees to provide a reference in connection with my application for this volunteer position, and release them from any liability in regard to providing that reference.

I hereby confirm that I have provided my referees with the reference form to complete themselves and that they have returned the completed form to me in a signed and sealed envelope, ensuring their confidentiality.

Applicant's signature: _____
Date: _____

Thank You! We appreciate your interest in volunteering with
Milton Public Library

Volunteer Application—Referee Form

Please note: Family members may not act as referees. Acceptable referees include but are not limited to: teachers, instructors, coaches, family friends, neighbours, employers...etc.

Dear Referee,

The applicant named on this form has applied to be a volunteer with Milton Public Library's Teen Advisory Group, where teens support staff in the facilitation of programs for children, teens, and adults. The library screens volunteers by asking for written references. Your responses are confidential. Please complete this form, seal it in the envelope provided by the applicant, sign it across the flap of the sealed envelope and return it to the applicant. Please note that Milton Public Library may contact you to confirm the information provided in this form. Thank you for your assistance and for taking the time to complete this form.

Volunteer Applicant: _____

Referee: _____
Name (Please Print) Signature

Contact Number: _____ Date: _____

What is your relationship to the volunteer applicant? _____

How long have you known the applicant? _____

On a scale to 1 to 5, please indicate how the following personal characteristics apply to this applicant. Please circle the appropriate number, where 1 = not and 5 = very.

Dependability	1	2	3	4	5	Unknown
Ability to work independently	1	2	3	4	5	Unknown
Patience	1	2	3	4	5	Unknown
Ability to relate to others	1	2	3	4	5	Unknown
Sense of responsibility	1	2	3	4	5	Unknown

Please make any additional comments regarding this applicant that you feel may be helpful. Please attach additional comments on a separate page.

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