



# SUMMER YOUTH AMBASSADOR APPLICATION

The Lewes Public Library's Summer Youth Ambassador program is an opportunity for students who have completed the 6th, 7th, or 8th grade to learn valuable professional skills, while serving the community. By working in the library, you will receive hands-on experience in a first rate, modern library, learning skills that will help you in your future academic and professional endeavors. You will help to maintain the youth libraries by doing shelving and other maintenance activities, as well as assisting in summer programming, and other library related duties. To be considered, please fill out the following application and submit a statement of interest and reference contact. \*\*\*Applications deadline is April 30th\*\*\* Screened applicants will need to attend an in-person or ZOOM interview in early May. Email application, statement of interest, and letter of reference to [lewes.library@gmail.com](mailto:lewes.library@gmail.com).

## PERSONAL INFORMATION

LAST NAME: \_\_\_\_\_ FIRST: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

GRADE: \_\_\_\_\_ AGE: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

IN CASE OF EMERGENCY, CALL: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

PRIOR VOLUNTEER EXPERIENCE: \_\_\_\_\_

\_\_\_\_\_

EXTRA CURRICULAR ACTIVITIES: \_\_\_\_\_

\_\_\_\_\_

# STATEMENT OF INTEREST

Please attach a short (a half page maximum) handwritten or typed statement that addresses the following questions: Why are you interested in joining the Summer Youth Ambassador Program? What skills can you contribute or do you want to develop? How will this internship help you meet your future goals?

# REFERENCE

Please provide the name and contact information of a person who can serve as a reference for you. (i.e., Teacher, Scout Leader, Pastor, Coach, etc.)

NAME: \_\_\_\_\_RELATIONSHIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_PHONE: \_\_\_\_\_

# REQUIREMENTS

Lewes Public Library Summer Youth Ambassadors will be treated as young professionals, and will receive training that will help to prepare them for their futures in both school and work. As Youth Ambassadors they will be required to:

- Attend three 2-hour training sessions on May 20 (4:00 - 6:00), June 3 (4:00 - 6:00), and June 10 (4:00 - 6:00).
- Serve a 2-hour shift each week at the library for 8 weeks, between June 14th and August 6th. The Library will do everything it can to accommodate schedules, but once a shift is assigned, the Ambassador is required to serve that shift, or find another Ambassador to serve it for them.
- Communicate in a timely manner with the Ambassador Coordinators should they be unable to attend a shift due to illness. Failure to show up for a shift, or failure to communicate regarding inability to attend due to illness, will result in a warning and docking service hours on the 1st offense, and may result in removal from the program thereafter. Summer Youth Ambassadors will be expected to conduct themselves as young professionals, and be responsible for:
  - Showing up for all 3 training sessions.
  - Showing up to all their shifts, or for finding a substitute for their shift from the pool of other Summer Youth Ambassadors.
  - Dressing appropriately to work in the library, which means no cut-off shorts, bare midriffs or bare shoulders.
  - Conducting themselves in a professional manner, which means applying themselves to tasks diligently, following instructions, and keeping all electronic devices put away during their shift.

Summer Youth Ambassadors will receive Community Service Hours for their service in the program, and recognition from the Library as a graduate of the program.

# AVAILABILITY

Please designate your 1st, 2nd, and 3rd choice of shifts. We will do our best to accommodate preferences, but cannot guarantee you will get your 1st choice shift. Once shifts are assigned, you are responsible to serve that shift, or get another Ambassador to serve it for you.

MONDAY, 9:30 - 11:30 _____	MONDAY, 11:30 - 1:30 _____
TUESDAY, 9:30 - 11:30 _____	TUESDAY, 11:30 - 1:30 _____
WEDNESDAY, 9:30 - 11:30 _____	WEDNESDAY, 12:00 - 2:00 _____
WEDNESDAY, 2:00 - 4:00 _____	
THURSDAY, 9:30 - 11:30 _____	THURSDAY, 11:30 - 1:30 _____

# AGREEMENT

I have read all of the requirements and responsibilities laid out in this application, and agree that if I am accepted to the program, I will:

- (Applicants and Parents/Guardians, please initial each)
- Attend training on May 20, 4:00 - 6:00pm   Applicant\_\_\_\_\_ Parent/Guardian\_\_\_\_\_
  - Attend training on June 3, 4:00 - 6:00pm   Applicant\_\_\_\_\_ Parent/Guardian\_\_\_\_\_
  - Attend training on June 10, 4:00 - 6:00pm   Applicant\_\_\_\_\_ Parent/Guardian\_\_\_\_\_
  - Serve 8, 2-hour shifts on my assigned day/time from June 14th - August 6th. If I cannot serve a shift, I will find another Ambassador to serve it for me.

OPTIONAL, Attend the Honor Reception on Tuesday, August 10th at 6:00pm.

Applicant\_\_\_\_\_ Parent/Guardian\_\_\_\_\_

- If I am unable to serve my shift due to illness, I will notify the Ambassador Coordinator as soon as possible.

Applicant\_\_\_\_\_ Parent/Guardian\_\_\_\_\_

Signature:

Applicant\_\_\_\_\_ Date\_\_\_\_\_

Parent/Guardian\_\_\_\_\_ Date\_\_\_\_\_