

Glenview Public Library

2024 Youth Volunteer Handbook

Rules for Volunteering

Rules for Volunteering

Overview

- Be welcoming to all patrons and enthusiastic to help them.
- Use appropriate language and conduct around children.
- Follow directions given by GPL staff.
- Come to your shift dressed in what would be appropriate for school.
- Be responsible for your own schedule. See the “Self Scheduling” section for more info.



Put away any distractions. No phones are allowed out during your shift, unless in an emergency.



The YS Staff is here to help you! Please ask questions if you don't know what to do and follow staff's instructions.



Your priorities are to help as a volunteer, stay aware of patrons and/or the tasks you have been assigned.

Rules for Volunteering

Scheduling Responsibilities



You will only volunteer the hours you have scheduled for yourself OR for which you have received permission from Youth Services (YS) staff. Maximum of 3 shifts a month allowed.



If you can no longer make it to a shift you signed up for, please remove yourself from the schedule on My Impact as soon as possible.



If you miss a volunteer shift without cancelling or speaking to the Volunteer Coordinator, you may be removed from the schedule.



If you need to cancel less than 24 hours before a shift, you must contact the Youth Services department by email or phone (youthdesk@glenviewpl.org or 847-729-7500 and ask for Youth Services).

Rules for Volunteering

Tracking your service hours



Select "Youth Volunteer Login" on the iPad kiosk at the Youth Services Desk to clock in and out for your shift.



Enter your My Impact Username & Password to start your timeclock.



If your account does not load, tell a librarian when you arrive and leave.



Check with a librarian to receive your instructions for the day.



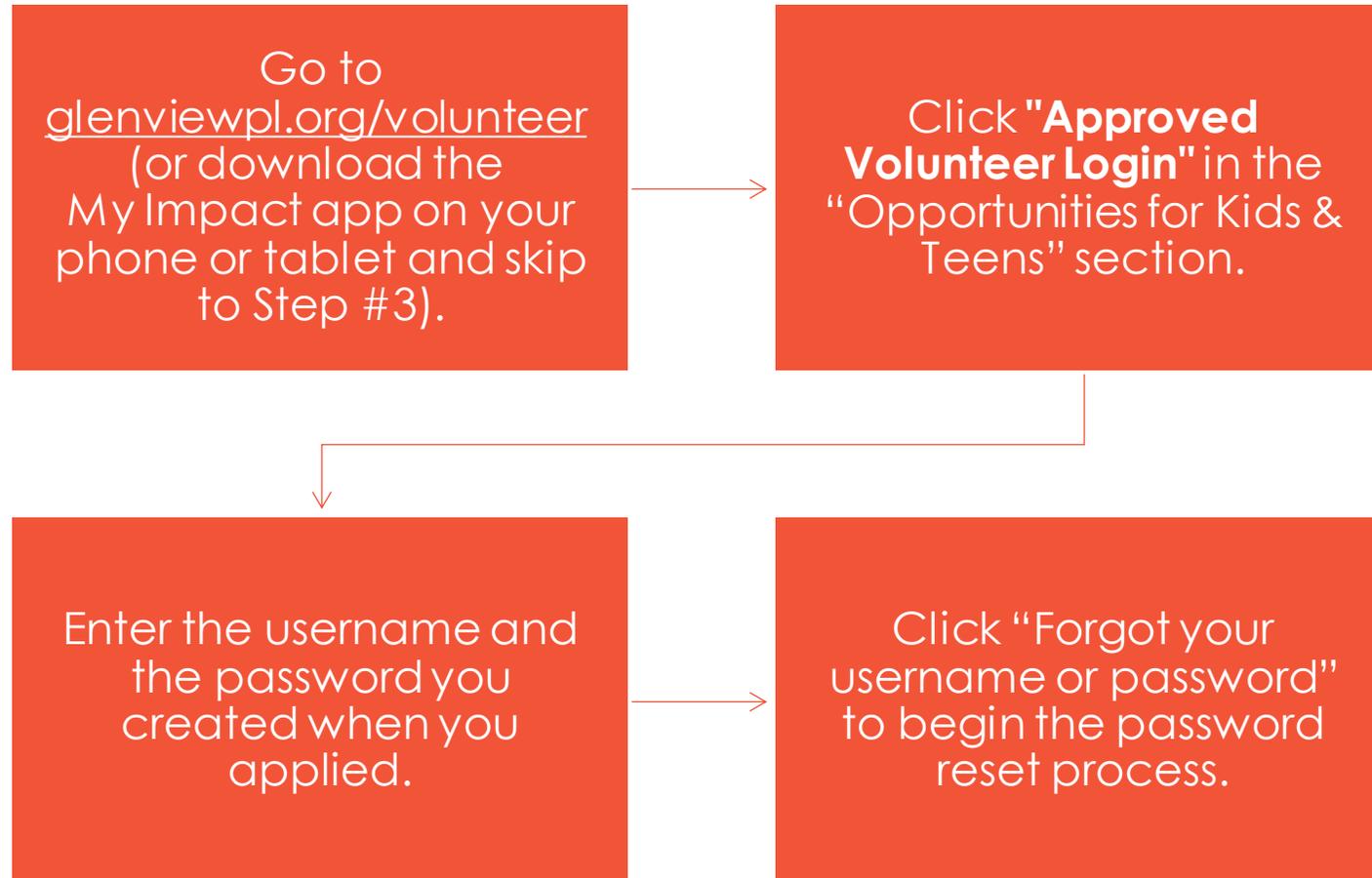
Failure to comply with the Rules for Volunteering may result in you being removed from the schedule and suspended for an amount of time deemed appropriate by library staff.

Self-Scheduling Online

Better Impact is the software library staff use to organize volunteering.

My Impact, is the website or app where you can sign up for shifts, check your schedule, and view your service hour record.

How to Login to My Impact



How to Sign Up for Shifts

1

Open the
“**Opportunities**” tab
and choose
Calendar or List
view.

Glenview
Public
Library

Youth Volunteer

HOME OPPORTUNITIES SCHEDULE HOURS CONTACT MY PROFILE

Home Opportunity Calendar Opportunity List

Log Out Help Switch to Administrator View

Welcome
Test Volunteer
[Edit My Profile](#)

Youth Services

News

Attention All Youth Volunteers!

When you login for the first time, please complete the following steps under the "**My Profile**" tab in the upper right corner:

- Under **Contact Information**: Make sure that your personal contact information is up to date. You must add: at least one email, at least one phone number, and your date of birth. Please do *not* share your social media accounts in this section.
 - Under **Privacy Settings**: Check at least the first box so that other volunteers can see your first name. Get to know fellow volunteers at your shifts!
 - Under **Subscriptions**: Select "Subscribe to Weekly Schedule Reminders." This is not a feature that we can turn on for you. You must do it yourself!

How to Sign Up for Shifts

◀ Previous Saturday, February 03, 2024 - Saturday, March 02, 2024 Next ▶

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan 28	29	30	31	Feb 1	2	3
4	5	6	7	8	9	10 10A (Gr. 9-12) Ticketed
11	12	13 4P Hearts & Crafts	14 4:30P Taste Traveler	15	16	17
18	19	20	21	22	23 10A Escape Room Help 12P Escape Room Help	24
25	26	27	28	29	Mar 1	2

Program Help

Sign up to help at youth programs or prepare materials for projects.

ACTIVITY		SHIFTS	START DATE	END DATE
(Gr. 9-12) Ticketed Event Help		1	2/3/2024	2/10/2024
Escape Room Help		2	2/23/2024	2/23/2024
Hearts & Crafts		1	2/13/2024	2/13/2024
K9 Reading Buddies		0	2/8/2024	2/8/2024
Taste Travelers		3	2/14/2024	4/10/2024

How to Sign Up for Shifts

3

Click on the activity you'd like to help with then press "Sign Up."

You will automatically be assigned and this will add the shift to your schedule.

Program Help - Taste Travelers 4:30 PM - 5:30 PM

Program Help ⓘ

Taste Travelers

Wednesday, February 14, 2024 4:30 PM - 5:30 PM

Assist at Taste Travelers program.

Disclaimer(s): Food Allergies-- We cannot guarantee that food served at this program has not come into contact with tree nuts, soy, or other allergens.

This activity generally occurs on

- Wednesday Evening

There are currently 1 of 1 openings available for this shift

[Go to Activity Page](#)

[More Like This](#)

Close

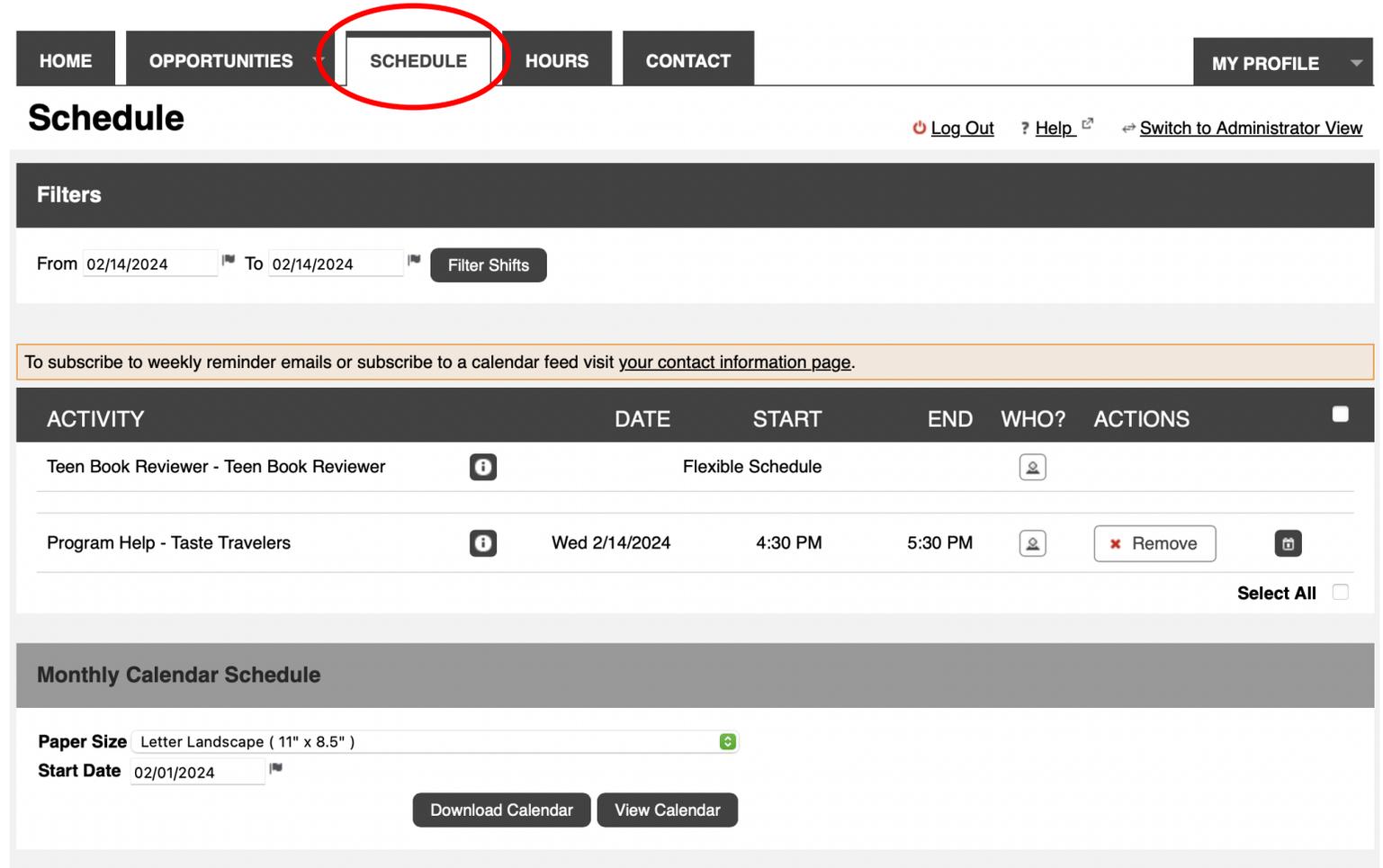
[Who is Scheduled?](#)

[+ Sign Up](#)

View Your Schedule Online

4

Any shifts you have signed up for will show up under the "Schedule Tab"



HOME OPPORTUNITIES **SCHEDULE** HOURS CONTACT MY PROFILE

Schedule

[Log Out](#) [? Help](#) [Switch to Administrator View](#)

Filters

From 02/14/2024 To 02/14/2024 [Filter Shifts](#)

To subscribe to weekly reminder emails or subscribe to a calendar feed visit [your contact information page](#).

ACTIVITY	DATE	START	END	WHO?	ACTIONS
Teen Book Reviewer - Teen Book Reviewer		Flexible Schedule			
Program Help - Taste Travelers	Wed 2/14/2024	4:30 PM	5:30 PM		Remove

[Select All](#)

Monthly Calendar Schedule

Paper Size Letter Landscape (11" x 8.5")

Start Date 02/01/2024

[Download Calendar](#) [View Calendar](#)

Remove Yourself from a Shift

To subscribe to weekly reminder emails or subscribe to a calendar feed visit [your contact information page](#).

ACTIVITY	DATE	START	END	WHO?	ACTIONS
Teen Book Reviewer - Teen Book Reviewer		Flexible Schedule			
Program Help - Taste Travelers	Wed 2/14/2024	4:30 PM	5:30 PM		✕ Remove 📅

Select All



Remove ✕

Are you sure you want to decline this assignment?

Program Help - Taste Travelers
Wed 2/14/2024 4:30 PM - 5:30 PM

Cancel Remove

- **More than 24 hours in advance:** Find the shift you want to remove on the "Schedule" tab and then click "✕ Remove"
- **Less than 24 hours in advance:** Must email youthdesk@glenviewpl.org or call the Library at 847-729-7500 and ask for Youth Services or dial extension 2900 after hours.

Activity Categories

- On the My Impact **Opportunities** page, you can view different **Activity Categories** and the form for Teen Book Reviews.
- All volunteers can sign up for “Program Help” Activities, which allows you to sign up for open shifts to help us at different library programs or help prep materials for them.
- Computer Gaming Help is the only Activity that requires you to complete **one** training session before you can see and sign up for a shift, and we will notify all volunteers when upcoming training sessions are available.