

TAB Training Basics

Program Volunteering

- × Always arrive early to a program you're volunteering for!
 - × If a program is at 5, we want you there at least 15 minutes early. plz. we beg.
 - × This gives you time to help us set up as well as tell you any important information before participants arrive.
- × Be prepared to stay after the program ends!
 - × If the program ends at 6, we will want you to stay until at least 6:15.
 - × This gives us time to clean up and tear down after the program.
 - × If you need to leave early, please make sure that the librarian is aware of that in advance if possible (but we always understand emergencies).
- × When you're volunteering, you're working!
 - × That means that you're not here to hang out with friends, play around, or make additional messes. We want you to enjoy your time volunteering here, but it's important to stay on task.
 - × Be ready to help the staff with whatever they may need.
- × If you have any questions, always feel free to ask! Librarians r ppl 2.

Working With Kids

- × In case of emergency, always alert the librarian to the problem!
- × No swearing!
 - × We get it, it can be hard depending on what you're used to, but it's inappropriate to do this in front of other people's children.
- × No touching!
 - × You're generally a stranger to these kids. So unless a child specifically offers a high five, or asks for a hug, do not initiate physical contact.
 - × If they need help doing something, help them perform the task, avoid physically guiding them.
- × Don't discipline a child!
 - × If they're running you can remind them to, "Please walk," but always be polite and kind.
 - × If they are doing something dangerous, unsafe, or just generally making a mess, tell a librarian.
 - × Avoid being alone with an individual child.
 - × This is for your protection and theirs.
 - × If someone gets hurt or becomes distressed, this allows you to get help without leaving the child alone.
 - × If a young child needs to use the bathroom, either help them find their parents so they can be taken to the bathroom, or escort them to the restroom door (do not go in with them).
 - × Ask the child if they need help if you think they're struggling.

- × It's better to offer help and let the child decide to allow you to assist, than to just assume that they don't want to work through certain things on their own.
- × Use plain language.
 - × Many children struggle with things like sarcasm, and it can be inadvertently hurtful to use it. So it's always better to speak kindly and plainly!

Almost there! Please fill out this quick quiz:



Please read the below statement and sign:

I hereby certify that I have read the above TAB training guidelines and completed the quiz based on these guidelines.

Volunteer Signature

Librarian Signature

Date