

Volunteer Guide



TRAPHENE HICKMAN LIBRARY

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QUESTIONS & VOCABULARY



VOLUNTEER COORDINATORS

CHELSEY RANDEL

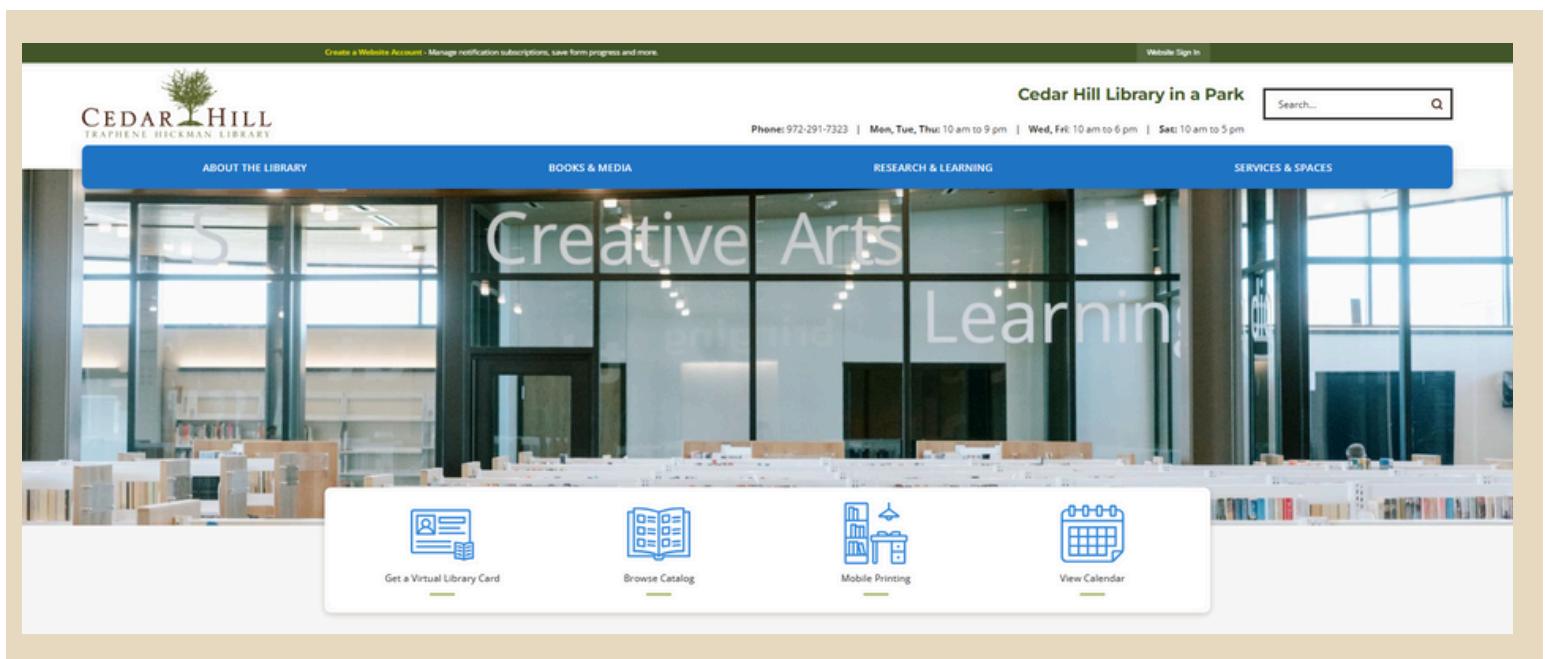
Teen Librarian
(972) 291-7323 ext. 1324
chelsey.randel@cedarhilltx.com

DIANE PHILIP

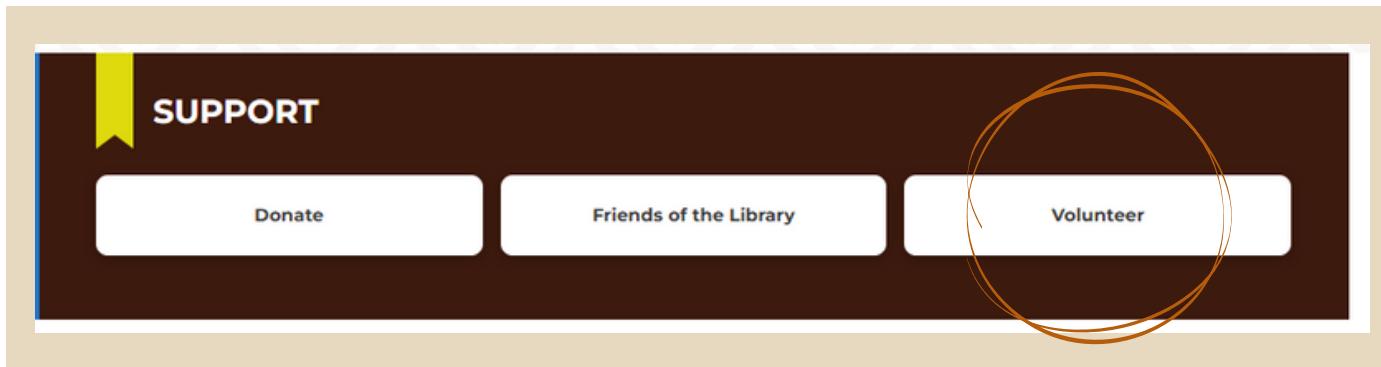
Adult Services & Outreach Librarian
(972) 291-7323 ext. 1311
diane.philip@cedarhilltx.com

Accessing the Volunteer Portal

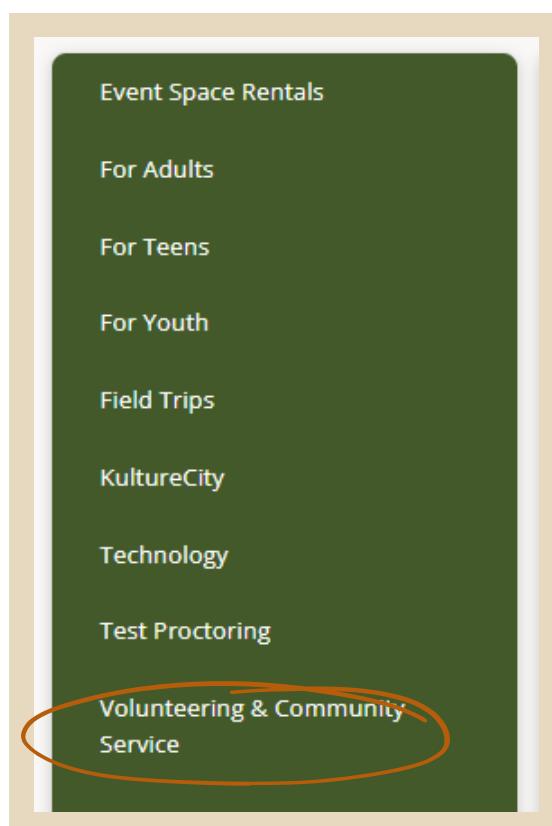
Step 1: To access the volunteer portal, visit cedarhilllibrary.org .
You will be taken to the library's homepage.



Step 2: Scroll to the bottom of the page and click on the “Volunteer” button,



Or visit the “Services & Spaces Tab” at the top of the homepage for the “Volunteer & Community Service” page.



Step 3: Once you click this button it will take you to more information about the volunteer process. Depending on whether you are a adult or teen will determine which tab you will choose that has the individual volunteer processes for each category. Both the “Adult Volunteering” tab and the “Teen Volunteering” tab have a section that says “Volunteer Profile” click the link to access the portal.

Volunteering & Community Service

Volunteer at the Traphene Hickman Library

▼ TEEN VOLUNTEERING

► ADULT VOLUNTEERING

Our goal is to provide teens with meaningful volunteer experience that will help to develop their work skills and prepare them for future endeavors. Teens can help provide library staff with help running and maintaining library operations and services.

How to Get Started with Teen Volunteering

1. Create your volunteer profile.
2. Complete your qualifications. Qualifications (waiver, parent/guardian contact information) are required before you can begin volunteering.
 - a. To complete your qualifications, attempt to sign up for a shift, it will then prompt you to fill out all the required information.
 - b. When filling out the waiver you will be asked to electronically sign the document. When you have e-signed it will prompt you to send a virtual copy to your parent/guardian to sign. Please remind your parent/guardian to check their email (junk/spam folder as well) to sign the copy that was sent to them.
 - c. Qualifications are manually approved, please allow for processing time.
3. Attend a teen volunteer orientation.
 - a. Orientation dates can be found in the volunteer portal under the “Events” tab.
4. Once you have completed your qualifications and have attended orientation you may now start volunteering!

Court Ordered Teen Volunteering

For information on if you are eligible for court ordered teen volunteering please contact the Teen Volunteer Coordinator.

Volunteer Profile

Visit our [Volunteer Connections website](#) to log into your volunteer profile.

Teen Volunteer Coordinator Contact

Chelsey Randel, Teen Librarian

[Email Chelsey Randel](#)

Phone: 972-291-7323, ext. 1324

Volunteering & Community Service

Volunteer at the Traphene Hickman Library

► TEEN VOLUNTEERING

▼ ADULT VOLUNTEERING

Traphene Hickman Library welcomes the opportunity to work with adult volunteers in a variety of ways at the library. Volunteers help the library provide a premier level of service to the community, while receiving workforce development and leadership opportunities.

How to Get Started with Adult Volunteering

1. Register for an account on our [Volunteer Connections website](#).
2. Sign up for an adult volunteer orientation. You can view upcoming orientations through the “[Events](#)” section of our Volunteer Connections website. During the orientation, we will discuss volunteer opportunities, expectations and next steps.
3. After completing the orientation, adult volunteers must go through a background check through the City of Cedar Hill and be cleared to begin volunteering.

The library does not accept any court-mandated community service for adult volunteers at this time.

Volunteer Profile

Visit our [Volunteer Connections website](#) to log into your volunteer profile and sign up for volunteer shifts.

Adult Volunteer Coordinator Contact

Diane Philip, Adult Services and Outreach Librarian

[Email Diane Philip](#)

Phone: 972-291-7323, ext. 1311

4. You have made it to the volunteer portal homepage!

RETURN TO OUR WEBSITE [SIGN UP](#) [LOGIN](#) [HELP](#) [CALENDAR](#)

VOLUNTEER

at the Traphene Flickman Library

[DASHBOARD](#)

[OPPORTUNITIES](#)

[EVENTS](#)

[PROGRAMS](#)

[WELCOME TO OUR VOLUNTEERS!](#)

[VOLUNTEER CONNECTION APP](#)

[Collapse Menu](#)

Login

Don't have an account yet? [Sign Up!](#)

[LOG IN WITH FACEBOOK](#)

OR

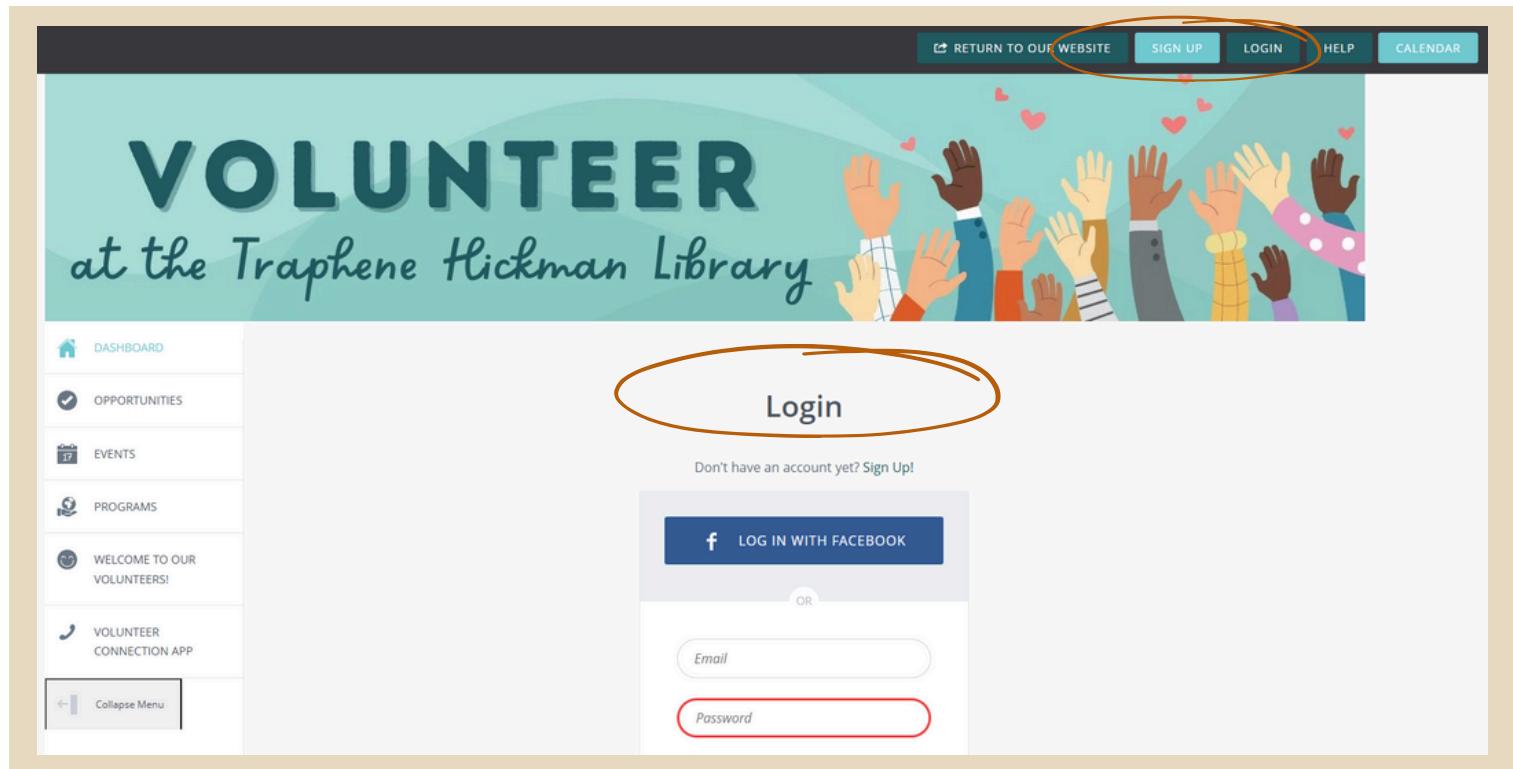
From here you can either log in if you have already created a profile or sign up to become a volunteer.

Creating Your Volunteer Account

Teen Volunteer Account

From the volunteer portal home page you can create your volunteer account by clicking “sign up”.

It's important to note that the volunteer account needs to be created for the person who is volunteering with their email (if you are a parent that is making an account for their teen, please use the teen's email address or else completing qualifications later on can be tricky.)



Step 1: Fill out the required information.

- Under the drop down options, make sure that you are signed up as a Teen Volunteer.

Step 1 of 4: Create an Account

Already have an account? [Click here](#)

Welcome to our volunteer portal! We look forward to working with you.

Please select the option most relevant to you:

Teen Volunteer

[SIGN UP WITH FACEBOOK](#)

OR

Sign up with your email address

First Name (Required)

Last Name (Required)

Email (Required)

Phone (Required)

Address (Required)

City (Required)

Select a State

Zip Code (Required)

United States

County (Required)

Date of Birth (Required)

To get notifications about changes to volunteer shifts, new shifts, reminders about what you have signed up for, sign up for notifications!

We use email to keep you informed of important confirmations, updates, changes, and reminders for your opportunity responses. Make sure you get these messages by selecting yes to receive emails from this site. Update your communication preferences any time in your profile at any time! *

Yes No

I have read and agree to [Privacy Policy](#).*

[CREATE YOUR ACCOUNT](#)

Step 2: Select your skills!

- We would love to know what your interests, talents, and skills are.
- Volunteer opportunities are tied to skills so that way you know what is expected of the volunteer.
- Or do you have a skill you'd like to develop? Sign up for a shift that is attached to that skill.

Step 2 of 4: Select Skills

What interests, talents, and skills do you have?

Marketing	Food Prep	Fast Learner	Clerical
Social	Advocacy	Writing	Board Service
Leadership	Technology	Gardening	Nonprofit Professional
Physical Labor	Education	Musician	Artsy

CONTINUE TO NEXT STEP

Step 3: Become a program fan.

- There are many areas of the library that you can volunteer in. Becoming a fan of a program means you will get automatic updates when opportunities are added in that program.
- **Both teen and adult volunteers can become a fan of any of these programs.**
- All volunteers are encouraged to become a fan of the “Orientation & Trainings at THL” program.

Step 3 of 4: Become a program Fan

We found some programs that match your skills. Click on the programs you'd like to follow.
(You can always change them later)

Youth Services at THL

Youth Services at THL

Community Events at THL

Community Events at THL

Adult Services at THL

Adult Services at THL

Circulation at THL

Circulation at THL

Orientation & Trainings at THL

Orientation & Trainings at THL

CONTINUE TO NEXT STEP

Programs:

- Youth Services at THL: Helping at youth programs and day-to-day tasks with staff.
- Community Events at THL: Helping at outreach events and large cultural/family events.
- Adult Services at THL: Helping at adult programs and day-to-day tasks with staff.
- Circulation at THL: Helping our circulation staff with shelving, collection projects, and more.
- Orientation & Trainings at THL: Where all training opportunities and orientation events will be uploaded.

Step 4: Qualifications

- Teens need to complete both the orientation & the THL Volunteer Agreement before they can sign up for opportunities.

For more information on completing your qualifications, visit chapter 3 for detailed instructions.

Dates for orientation are under the “Events” tab in the volunteer dashboard.

For more information about your volunteer dashboard, visit chapter 4.

Step 4 of 4: Qualifications

Please agree to going to orientation. *

I will attend orientation.

To be signed by you and your parent!

* [Click to sign: THL Volunteer Agreement \(TEENS\)](#)

[CONTINUE TO NEXT STEP](#)

You have created your volunteer account! You may now start browsing opportunities & events!
Qualifications must be completed and approved before you can respond to opportunities.

Welcome to Traphene Hickman Library, Your Name!

You finished your profile and are now part of Traphene Hickman Library. Click **Continue** to start exploring.

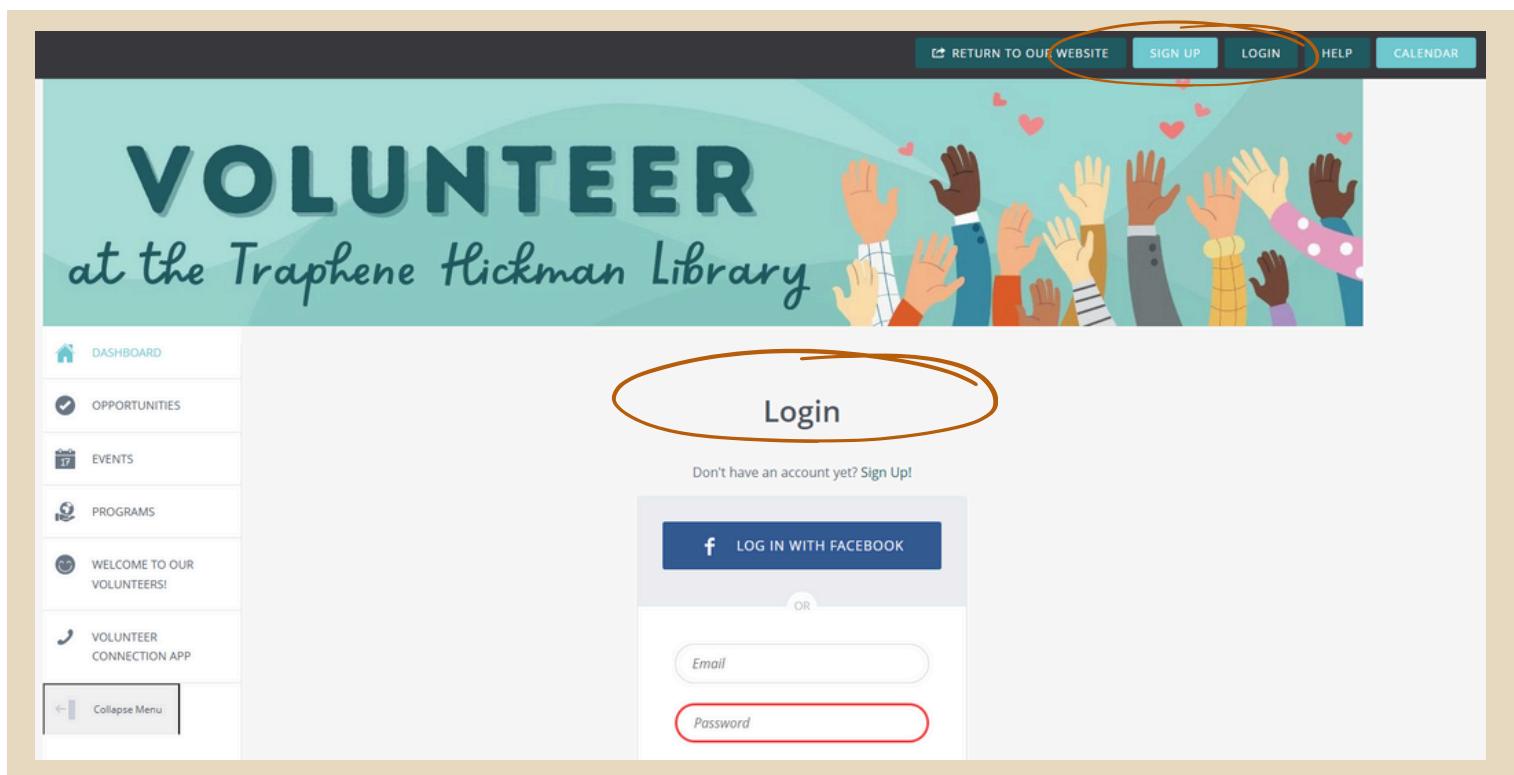
[CONTINUE](#)

Didn't receive a welcome email? [Send it again.](#)

Adult Volunteer Account

From the volunteer portal home page you can create your volunteer account by clicking “sign up”.

It's important to note that the volunteer account needs to be created for the person who is volunteering.



Step 1: Fill out the required information.

- Under the drop down options, make sure that you are signed up as a Adult Volunteer.

Step 1 of 4: Create an Account

Already have an account? [Click here](#)

Welcome to our volunteer portal! We look forward to working with you.

Please select the option most relevant to you:

Adult Volunteer

[SIGN UP WITH FACEBOOK](#)

OR

Sign up with your email address

First Name (Required)

Last Name (Required)

Email (Required)

Phone (Required)

Ext

Address (Required)

Address Line 2 (Required)

City (Required)

Select a State

Zip Code (Required)

County (Required)

United States

To get notifications about changes to volunteer shifts, new shifts, reminders about what you have signed up for, sign up for notifications!

We use email to keep you informed of important confirmations, updates, changes, and reminders for your opportunity responses. Make sure you get these messages by selecting yes to receive emails from this site. Update your communication preferences any time you like at any time! *

Yes No

I have read and agree to [Privacy Policy](#) *

[CREATE YOUR ACCOUNT](#)

Step 2: Select your skills!

- We would love to know what your interests, talents, and skills are.
- Volunteer opportunities are tied to skills so that way you know what is expected of the volunteer.
- Or do you have a skill you'd like to develop? Sign up for a shift that is attached to that skill.

Step 2 of 4: Select Skills

What interests, talents, and skills do you have?

Marketing	Food Prep	Fast Learner	Clerical
Social	Advocacy	Writing	Board Service
Leadership	Technology	Gardening	Nonprofit Professional
Physical Labor	Education	Musician	Artsy

CONTINUE TO NEXT STEP

Step 3: Become a program fan

- There are many areas of the library that you can volunteer in. Becoming a fan of a program means you will get automatic updates when opportunities & events are added in that program.
- **Both teen and adult volunteers can become a fan of any of these programs.**
- All volunteers are encouraged to become a fan of the “Orientation & Trainings at THL” program.

Step 3 of 4: Become a program Fan

We found some programs that match your skills. Click on the programs you'd like to follow.
(You can always change them later)



Youth Services at THL



Community Events at THL



Adult Services at THL



Circulation at THL



Orientation & Trainings at THL

CONTINUE TO NEXT STEP

Programs:

- Youth Services at THL: Helping at youth programs and day-to-day tasks with staff.
- Community Events at THL: Helping at outreach events and large cultural/family events.
- Adult Services at THL: Helping at adult programs and day-to-day tasks with staff.
- Circulation at THL: Helping our circulation staff with shelving, collection projects, and more.
- Orientation & Trainings at THL: Where all training opportunities and orientation events will be uploaded.

Step 4: Qualifications

- Adults need to complete both the orientation and the background check/drug test before they can sign up for opportunities.

For more information on completing your qualifications, visit chapter 3 for detailed instructions.

Dates for orientation are under the “Events” tab in the volunteer dashboard.

For more information about your volunteer dashboard, visit chapter 4.

Step 4 of 4: Qualifications

Please agree to going to orientation. *

I will attend orientation.

Do you consent to a background and drug screening prior to volunteering? *

Yes

CONTINUE TO NEXT STEP

You have created your volunteer account! You may now start browsing opportunities & events! Qualifications must be completed and approved before you can respond to opportunities.

Welcome to Traphene Hickman Library, Your Name!

You finished your profile and are now part of Traphene Hickman Library. Click **Continue** to start exploring.

CONTINUE

Didn't receive a welcome email? Send it again.

Completing Your Qualifications

Orientation (Teens & Adults)

Orientation is a qualification that is for both the teen and adult volunteers.

Dates for the orientations are under the “Event’s” tab in your volunteer dashboard.

We do not offer one-on-one volunteer orientation for teens. If you miss an upcoming orientation you will need to wait until the next one.

VOLUNTEER
at the Traphene Hickman Library

DASHBOARD

EVENTS

PROGRAMS

WELCOME TO OUR VOLUNTEERS!

VOLUNTEER CONNECTION APP

Collapse Menu

Welcome back, Your Name! Here's your volunteer snapshot for April 24, 2025

CLOSE SNAPSHOT

0 VOLUNTEER HOURS

\$0.00 IMPACT VALUE

0 OPPORTUNITY RESPONSES

0 EVENTS RSVP'D

0 PROGRAMS FANNED

Welcome to our Volunteers! Volunteer accounts need to be made by the person that is volunteering.

Suggested Opportunities:

Multiple Shifts Available Tween Game Night Program

Multiple Shifts Available Circulation Support

450 Pioneer Trail
450 Pioneer Trail, Cedar Hill, TX
75104

View larger map

CRIBBITE State Park Center

Costco Wholesale

All the upcoming orientations with their dates and times will appear and are labeled by “Teen Volunteer Orientation” or “Adult Volunteer Orientation” if you are an adult sign up for an adult orientation. If you’re a teen, sign up for a teen orientation. From this page you can RSVP to the orientation.

If you signed up for notifications when you first created your account you will be reminded of the event that you RSVP’d for or if the event has been cancelled.

The screenshot shows a web-based event management system. At the top, there is a header with the word 'Events' on the left, a search bar labeled 'SEARCH BY' with a 'Search Phrase' input field and a magnifying glass icon, and a 'FILTER BY' dropdown menu with the option '... SELECT A FILTER ...'. Below the header, there are navigation buttons for page 1, 2, and a next arrow. The main content area displays a grid of event cards. Each card contains the date and time, the event name, a brief description, and two buttons: 'RSVP' and a link icon. The first event card (26 APR 11:00am) is for a 'Teen Volunteer Orientation' and has its 'RSVP' button circled in orange. The second event card (26 APR 11:00am) is for an 'Adult Volunteer Orientation' and also has its 'RSVP' button circled in orange. The third event card (24 MAY 11:00am) is for an 'Adult Volunteer Orientation'. The fourth event card (24 MAY 11:00am) is for a 'Teen Volunteer Orientation'. The fifth event card (26 JUN 7:30pm) is for a 'Teen Volunteer Orientation'. The sixth event card (26 JUN 7:30pm) is for an 'Adult Volunteer Orientation'.

To find out more information about that orientation click on the event.

Teen Volunteer Orientation

YES **MAYBE** **DECLINE** 

Start		Apr 26, 2025		11:00am
End		Apr 26, 2025		12:00pm

Description

Orientation is now required for all volunteers. This applies to all active volunteers (that have not attended the new volunteer orientation) and any new volunteers.

Orientation will be held in the Conference Room located on the main floor of the library.

Join us as we learn about:

- The library's culture, mission, and values.
- The volunteer processes and policies.
- Volunteer expectations.
- Tour the library.

Contact

 Rowan Rutherford

 rowan.rutherford@cedarhilltx.com

Program

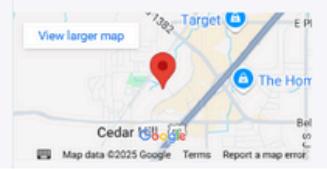


Orientation & Trainings at THL

BECOME A FAN  

Location

 Traphene Hickman Library
450 Pioneer Trail
Cedar Hill, TX 75104



View larger map  The Horn 
Map data ©2025 Google Terms Report a map error

Adult Volunteer Orientation

YES **MAYBE** **DECLINE** 

Start		Apr 26, 2025		11:00am
End		Apr 26, 2025		12:00pm

Description

Orientation is now required for all volunteers.

Orientation will be held in the Conference Room located on the main floor of the library.

Join us as we learn about:

- The library's culture, mission, and values.
- The volunteer processes and policies.
- Volunteer expectations.
- Tour the library.

Contact

 Diane Philip

 diane.philip@cedarhilltx.com

Program

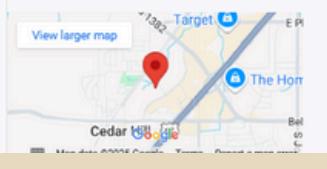


Orientation & Trainings at THL

BECOME A FAN  

Location

 Traphene Hickman Library
450 Pioneer Trail
Cedar Hill, TX 75104



View larger map  The Horn 
Map data ©2025 Google Terms Report a map error

Each orientation has the date/time, location, description of what will be discussed, the program this orientation is apart of, and your contact person for that orientation. Orientations may be led by the volunteer coordinators or program managers.

Teen Volunteers ONLY

During your account creation you are able to submit your portion of the Volunteer Waiver and agree to go to an orientation. You must complete both before you can respond to opportunities.

Step 4 of 4: Qualifications

Please agree to going to orientation. *

I will attend orientation.

To be signed by you and your parent!

[Click to sign: THL Volunteer Agreement \(TEENS\)](#)

[CONTINUE TO NEXT STEP](#)

THL Volunteer Agreement (TEENS)

Step 1: Click the link that says "THL Volunteer Agreement (TEENS)

A window will pop up to input your parent's information. Submit that information.

Parent or Guardian Information

Both you and your parent or guardian must sign the waiver before you can respond to this volunteer opportunity. Provide your parent or guardian's name and email address below so we can send them a signable copy of the waiver. Once you've submitted this information, you'll be able to sign your portion of the waiver.

Parent or Guardian First Name *

Parent or Guardian Last Name *

Parent or Guardian Contact Email *

SUBMIT INFORMATION

Step 2: Read the agreement in it's entirety and sign & submit the document.

Signing the document means that you have read the agreement and will abide by it.

- Bags and purses are to be left in designated areas until you finish volunteering.

Attendance

Volunteer dates and times will be set in advance. Please arrive on time. If you are unable to make your volunteer time, please unregister for the opportunity and notify a volunteer coordinator by email or phone. If you cannot reach a volunteer coordinator, please call the library to notify a staff member. **More than 3 absences without notification will result in permanent removal from the program.**

Our program accepts the service of all volunteers with the understanding that such service is at the sole discretion of the Traphene Hickman Library. Volunteers agree that if they do not abide by the volunteer policy, the library may at any time terminate the volunteer's relationship with the library. The volunteer may at any time, for whatever reason, decide to leave the volunteer program. A teen volunteer coordinator should be notified of such a decision as soon as possible. **We do not guarantee that a volunteer will receive all the hours that they require to complete academic, personal, our court ordered volunteer requirements. We encourage volunteers to seek out other volunteer opportunities outside of the library.**

By e-signing this document, you are agreeing to abide by the Traphene Hickman Library volunteer policies while you are volunteering at the library.

Volunteer Signature

Minor

SIGNATURE

Parent Signature

Date

mm/dd/yyyy



DATE

Step 3: After submitting your portion of the volunteer agreement, an email (as shown below) is sent to your parent. They will be prompted to sign the same document.

Make sure that your parent checks their inbox, as well as the spam/junk folder in their email.

C Cedar Hill Library Volunteers<no-reply@galaxydigital.com>

To: Your parent's email

Hello, Your parent's name

Teen's name recently began the process of signing a waiver for Traphene Hickman Library, but your signature is required to officially release them. To access the waiver so that you can review and possibly sign it, click [here](#).

If you'd like to learn more about waivers and why you received this email, click [here](#).

Thank you!

Traphene Hickman Library

Attendance

Volunteer dates and times will be set in advance. Please arrive on time. If you are unable to make your volunteer time, please unregister for the opportunity and notify a volunteer coordinator by email or phone. If you cannot reach a volunteer coordinator, please call the library to notify a staff member. **More than 3 absences without notification will result in permanent removal from the program.**

Our program accepts the service of all volunteers with the understanding that such service is at the sole discretion of the Traphene Hickman Library. Volunteers agree that if they do not abide by the volunteer policy, the library may at any time terminate the volunteer's relationship with the library. The volunteer may at any time, for whatever reason, decide to leave the volunteer program. A teen volunteer coordinator should be notified of such a decision as soon as possible. **We do not guarantee that a volunteer will receive all the hours that they require to complete academic, personal, or court ordered volunteer requirements. We encourage volunteers to seek out other volunteer opportunities outside of the library.**

By e-signing this document, you are agreeing to abide by the Traphene Hickman Library volunteer policies while you are volunteering at the library.

Volunteer Signature

Parent Signature

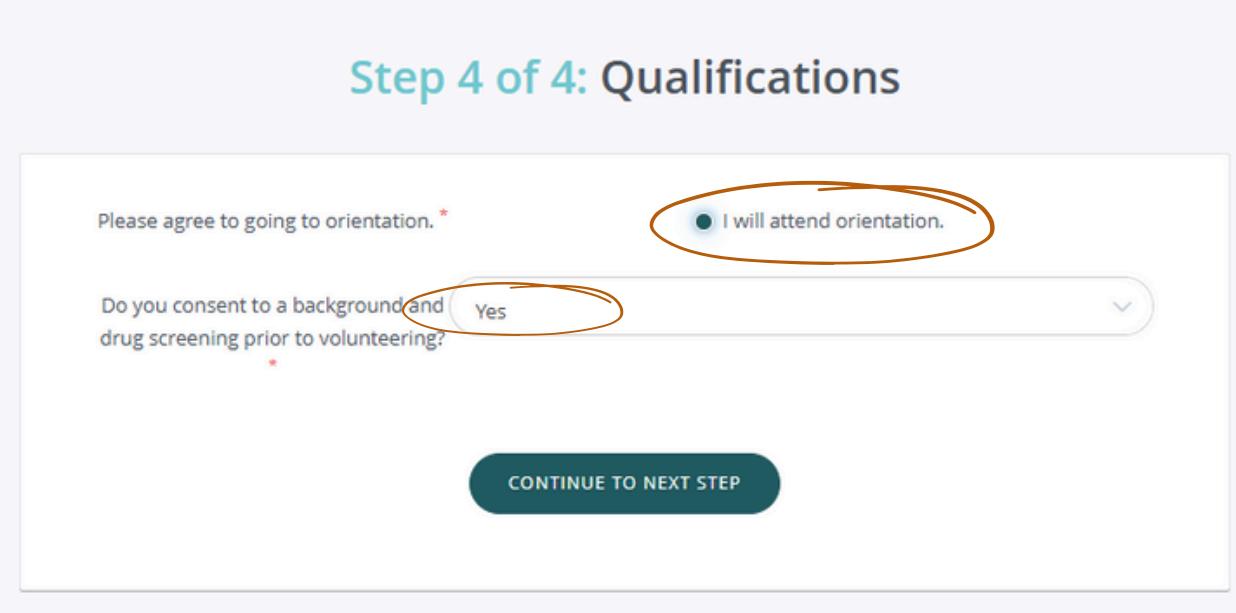
Adult

SIGNATURE

Date

Adult Volunteers (ONLY)

During your account creation you will be prompted to agree to go to orientation as well as complete a background check & drug test. You must complete both before you can respond to opportunities.



Step 4 of 4: Qualifications

Please agree to going to orientation. *

I will attend orientation.

Do you consent to a background and drug screening prior to volunteering? *

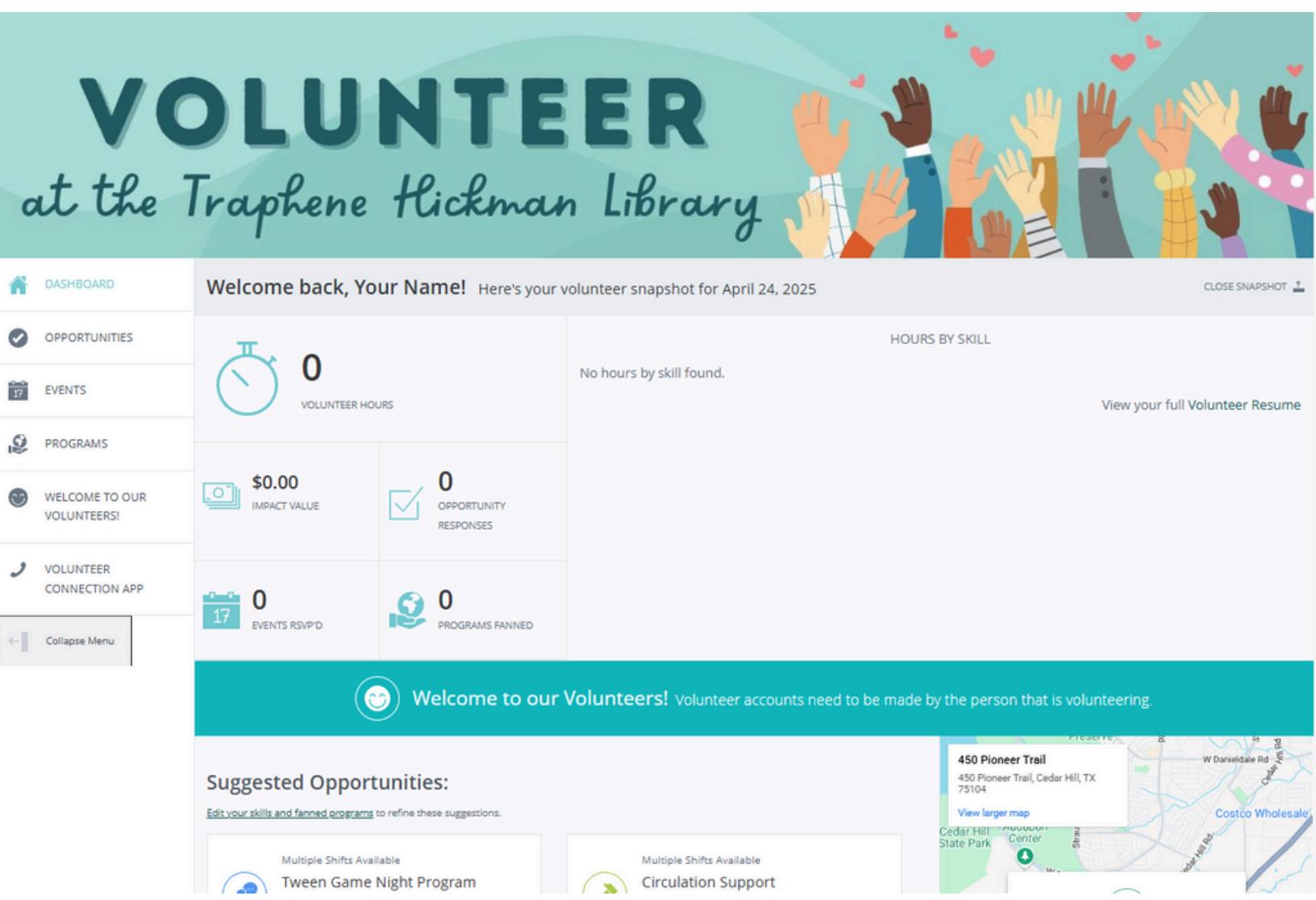
Yes

CONTINUE TO NEXT STEP

Once you submit you will be given instructions at your orientation about how to complete your background check and drug test.

Your Volunteer Dashboard

Welcome to your volunteer dashboard! This chapter will go over its features. Let's break it down section by section.



The screenshot shows the Volunteer Dashboard for the Traphene Hickman Library. The top features a large, stylized title 'VOLUNTEER at the Traphene Hickman Library' with a background of hands and hearts. The main content area includes a 'Welcome back, Your Name!' message and a 'Volunteer Snapshot' for April 24, 2025. The snapshot shows 0 volunteer hours, \$0.00 impact value, 0 opportunity responses, 0 events RSVP'd, and 0 programs fanned. A 'Hours by Skill' section shows 'No hours by skill found.' and a 'View your full Volunteer Resume' link. A teal banner at the bottom says 'Welcome to our Volunteers! Volunteer accounts need to be made by the person that is volunteering.' The left sidebar has a 'Dashboard' tab selected, along with 'Opportunities', 'Events', 'Programs', and 'Welcome to our Volunteers!' tabs. A 'Volunteer Connection App' tab is also present. A 'Collapse Menu' button is at the bottom of the sidebar. A map of Cedar Hill, TX, is in the bottom right corner.

VOLUNTEER
at the Traphene Hickman Library

Welcome back, Your Name! Here's your volunteer snapshot for April 24, 2025

CLOSE SNAPSHOT

DASHBOARD

OPPORTUNITIES

EVENTS

PROGRAMS

WELCOME TO OUR VOLUNTEERS!

VOLUNTEER CONNECTION APP

Collapse Menu

VOLUNTEER HOURS
0

IMPACT VALUE
\$0.00

OPPORTUNITY RESPONSES
0

EVENTS RSVP'D
17

PROGRAMS FANNED
0

HOURS BY SKILL
No hours by skill found.

View your full Volunteer Resume

Welcome to our Volunteers! Volunteer accounts need to be made by the person that is volunteering.

Suggested Opportunities:

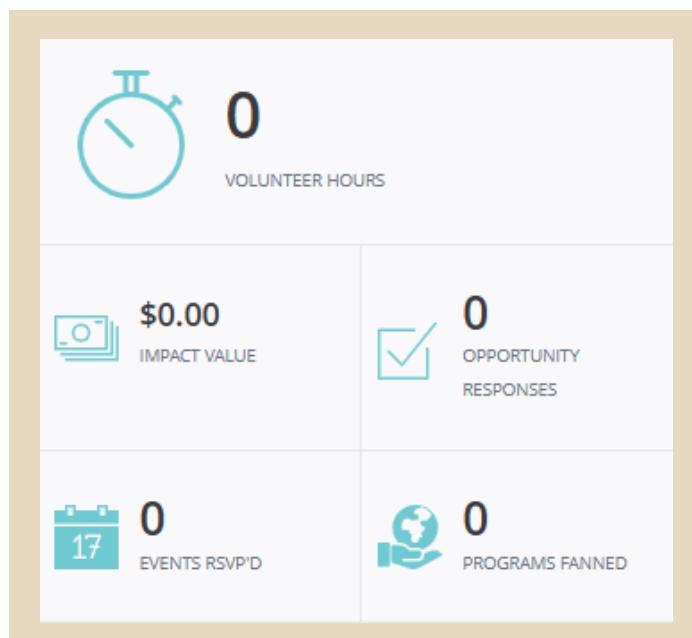
[Edit your skills and fanned programs](#) to refine these suggestions.

Multiple Shifts Available
Tween Game Night Program

Multiple Shifts Available
Circulation Support

450 Pioneer Trail
450 Pioneer Trail, Cedar Hill, TX 75104
[View larger map](#)

Cedar Hill State Park, Auditorium Center, Costco Wholesale



Volunteer Hours: Pending and approved hours show up here. Hours that have been logged are manually approved by the volunteer coordinators.

Impact Value: We love to see how our volunteers impact our library and community. This section shows how much money you have offset from the library. The rate is set at minimum wage for one of starting positions at the library. (Please know that volunteering is free, you are not paid)

Opportunity Responses: Keep track of how many opportunities you have signed up for!

Events RSVP'D: Keep track of how many events you have rsvp'd for!

Programs Fanned: Keep track of what areas of programs you are a fan of! Programs are the different areas of the library you can volunteer in. Becoming a fan means you can keep track of

The tabs on the left side of your dashboard take you to:

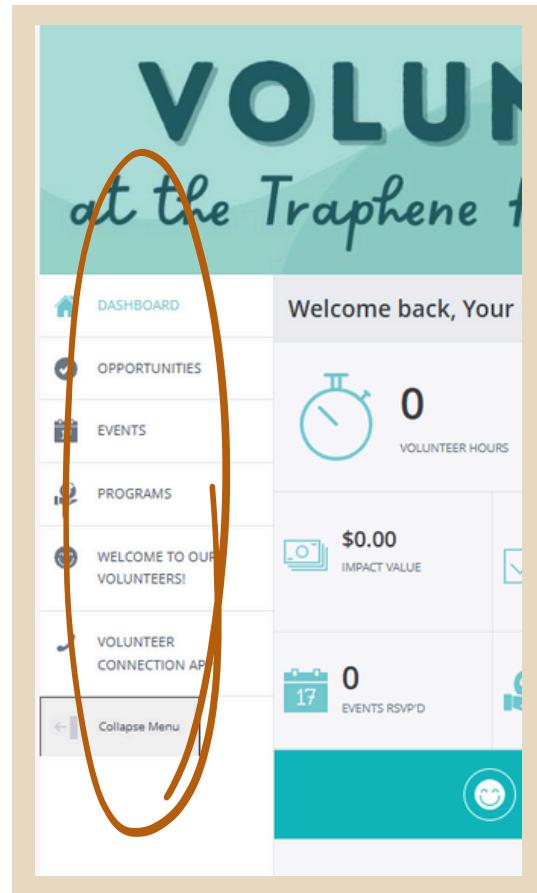
Opportunities: View the shifts that you can sign up for!

Events: Library events may be featured here that you can attend. Orientations & Trainings will be found here as well.

Programs: View the areas of the library that you can volunteer in. If you need to go back and become a fan of a program you can do that there.

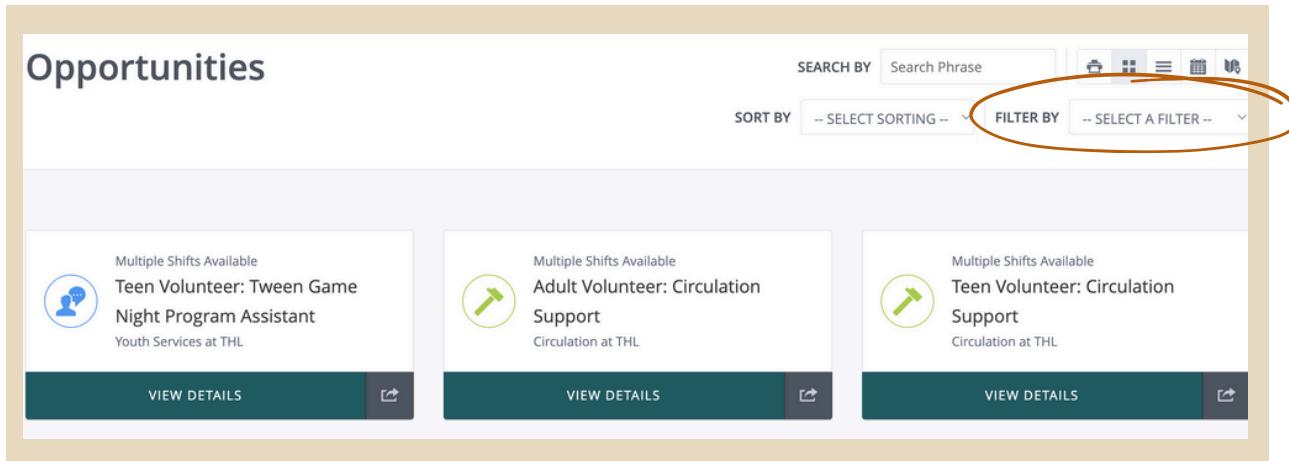
Announcements: Announcements will be below the programming tab.

Example: "Welcome to our volunteers!" & "Volunteer Connection App"



Opportunities

You can view opportunities in the default grid, list view, or by a calendar view.



Opportunities

SEARCH BY Search Phrase

SORT BY -- SELECT SORTING --

FILTER BY -- SELECT A FILTER --

Multiple Shifts Available
Teen Volunteer: Tween Game
Night Program Assistant
Youth Services at THL

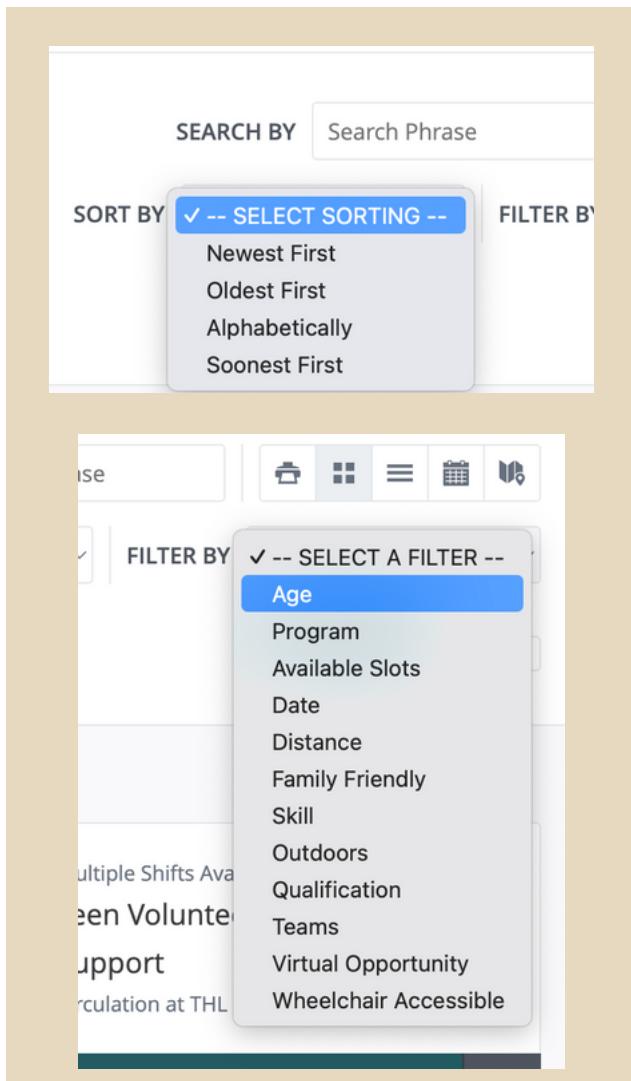
Multiple Shifts Available
Adult Volunteer: Circulation
Support
Circulation at THL

Multiple Shifts Available
Teen Volunteer: Circulation
Support
Circulation at THL

VIEW DETAILS

VIEW DETAILS

VIEW DETAILS



SEARCH BY Search Phrase

SORT BY ✓ -- SELECT SORTING --

Newest First
Oldest First
Alphabetically
Soonest First

FILTER BY ✓ -- SELECT A FILTER --

Age
Program
Available Slots
Date
Distance
Family Friendly
Skill
Outdoors
Qualification
Teams
Virtual Opportunity
Wheelchair Accessible

Multiple Shifts Available
Teen Volunteer: Tween Game
Night Program Assistant
Youth Services at THL

Multiple Shifts Available
Adult Volunteer: Circulation
Support
Circulation at THL

Multiple Shifts Available
Teen Volunteer: Circulation
Support
Circulation at THL

VIEW DETAILS

VIEW DETAILS

VIEW DETAILS

There are different ways to filter out the opportunities. Feel free to experiment with the “sort by” and “filter by” fields.

You can even filter by the skills so that you know what opportunities align with your current skills or the skills that you’d like to build upon.

When you view the details of an opportunity you will see something like this.

Teen Volunteer: Family Movie Night Assistant

Description

Looking for a friendly and outgoing teen volunteer to assist with our Family Movie Night! Tasks include:

- popping popcorn and bagging it for participants
- setting up/breaking down chairs and tables
- cleaning the space
- answering parents questions about the movie night/popcorn
- other duties as assigned

Shifts

BEGINS	DURATION	OPEN SPOTS	RESPOND
Sat May 3, 2025 @ 2:30pm to 5:00pm	2.50 hours	0 of 3	RESPOND
Sat Jul 5, 2025 @ 2:30pm to 5:00pm	2.50 hours	3 of 3	
Sat Aug 2, 2025 @ 2:30pm to 5:00pm	2.50 hours	3 of 3	
Sat Sep 6, 2025 @ 2:30pm to 5:00pm	2.50 hours	3 of 3	

SHOWING 1 TO 4 OF 4 ENTRIES

Required Qualifications

- THL Volunteer Agreement (TEENS)

Additional Details

- Volunteers should be between the ages of 13 and 18.

Skills

- Icon 1
- Icon 2
- Icon 3

Program

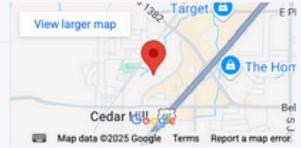
Youth Services at THL

BECOME A FAN

Site Supervisor
Rowan Rutherford
rowan.rutherford@cedarhilltx.com

Location

450 Pioneer Trail
Cedar Hill, TX 75104



Description: The description will let you know what to expect during your shift, if there is a training shift associated with the shift, if there is specific clothing you should wear (if it's a messy craft you may want to wear clothes to get messy in)

Shifts & Duration: Before you respond to an opportunity pay attention to the date and duration of the shift. Opportunities may have multiple dates so please decide if you can make dates before responding to all or one of the shifts. More information on this can be found in chapter 5.

Open Spots: We only allow a certain amount of volunteers for each opportunity. If a shift is full you may enter the waitlist. More information on this can be found in chapter 5.

Site Supervisor: The contact information of the library staff member that you will be working with for your shift. You will also ask for them at the main desk when you come in for your shift.

Location: Always double check the location of your shift.

Events

Trainings, orientations, and volunteer appreciation dates can be found in this tab.

You can view events in the default grid, list view, or by a calendar view. You can also use the filter feature.

Events

SEARCH BY Filter

FILTER BY ... SELECT A FILTER ...

1 2 >

26 APR 11:00am Calendar	26 APR 11:00am Calendar	24 MAY 11:00am Calendar
Teen Volunteer Orientation Orientation is now required for all volunteers. This applies to ... RSVP Print	Adult Volunteer Orientation Orientation is now required for all volunteers. Orientation will... RSVP Print	Adult Volunteer Orientation Orientation is now required for all new volunteers. Orientatio... RSVP Print
24 MAY 11:00am Calendar	26 JUN 7:30pm Calendar	26 JUN 7:30pm Calendar
Teen Volunteer Orientation Orientation is now required for all volunteers. This applies to ... RSVP Print	Teen Volunteer Orientation Orientation is now required for all volunteers. This applies to ... RSVP Print	Adult Volunteer Orientation Orientation is now required for all volunteers. Orientation will... RSVP Print

Pay close attention to all the details indicated for this event when you're deciding to attend or not.

Adult Volunteer Orientation

Start Calendar Apr 26, 2025 Clock 11:00am
End Calendar Apr 26, 2025 Clock 12:00pm

Description
Orientation is now required for all volunteers.
Orientation will be held in the Conference Room located on the main floor of the library.

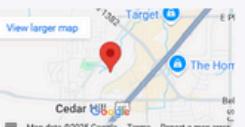
Join us as we learn about:

- The library's culture, mission, and values.
- The volunteer processes and policies.
- Volunteer expectations.
- Tour the library.

Contact
 Diane Philip
 diane.philip@cedarhilltx.com

Program

Orientation & Trainings at THL
RSVP Print

Location
 Trapene Hickman Library
450 Pioneer Trail
Cedar Hill, TX 75104

View larger map

PG. 26

Programs

Visit this page to see what areas of the library you can volunteer in.

Programs

SEARCH BY grid icon list icon print icon

SORT BY -- SELECT SORTING -- filter icon FILTER BY -- SELECT A FILTER --



Adult Services at THL

[BECOME A FAN](#) i print



Circulation at THL

[BECOME A FAN](#) i print



Community Events at THL

[BECOME A FAN](#) i print



Orientation & Trainings at THL

[BECOME A FAN](#) i print



Youth Services at THL

[BECOME A FAN](#) i print

Programs:

- Youth Services at THL: Helping at youth programs and day-to-day tasks with staff.
- Community Events at THL: Helping at outreach events and large cultural/family events.
- Adult Services at THL: Helping at adult programs and day-to-day tasks with staff.
- Circulation at THL: Helping our circulation staff with shelving, collection projects, and more.
- Orientation & Trainings at THL: Where all training opportunities and orientation events will be uploaded.

When you created your account you became a fan of some initial programs, throughout your volunteer journey you can come back to this page to update your selections or find out about other programs.

Clicking on the program wil take you to the information about that area of the library. It includes what some of the usual tasks would be when you volunteer in this area.

The contact on this page is the “Program Manager”. You can always reach out to them for any questions about the opportunites associated with their program.

Circulation at THL

[BECOME A FAN](#)

Who We Are

The Circulation Department at the Traphene Hickman Library is the front line of customer service. The staff are called "LSR's" or Library Service Representatives. Our department supports the movement of items (books, DVD's, library of things, etc.) as they go in and out of the library. As well as providing customer service at the desk by checking out items, answering questions, making library cards, etc. Providing premier customer service to our library patrons is top priority and we strive to provide a clean and user friendly environment.

What We Do

Both teen and adult volunteers have the chance to do a variety of activities that are helpful to the public and the library staff.

Some of the opportunities to volunteer in this area of the library include but are not limited to:

- Prepping items for shelving.
- Shelving library items.
- Maintaining the aesthetic of library shelves
- Large circulation projects (shifting of items, inventory, etc.)
- Day to day tasks (pulling items on hold for patrons, searching for missing items, etc.)

We strive to have our volunteers use their talents, strengths, and to enjoy their time as volunteers.

Program Opportunities



Multiple Shifts Available

Adult Volunteer: Circulation Support
Circulation at THL

[VIEW DETAILS](#)



Multiple Shifts Available

Teen Volunteer: Circulation Support
Circulation at THL

[VIEW DETAILS](#)



Multiple Shifts Available

Adult Volunteer: Circulation Support
Circulation at THL

[VIEW DETAILS](#)

[See more opportunities](#)



Causes



Contact

(972) 291-7323 ext. 1330

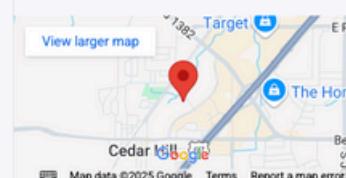
andrew.doyle@cedarhilltx.com

Andrew Doyle

Lead Library Service Representative

Location

450 Pioneer Trail
Cedar Hill, TX 75104



Office Hours

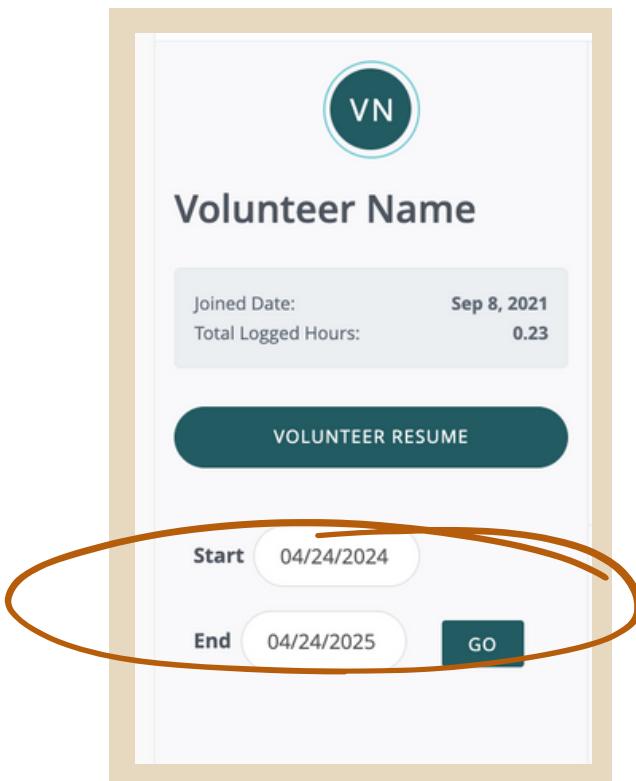
Monday: 10AM-9PM

Tuesday: 10AM-9PM

Wednesday: 10AM-6PM

Volunteer Resume

Want to print out your volunteer resume for reporting to your school/club?
Visit the volunteer resume link on your dashboard.



You will be taken to a page where you can select the time frame in which you'd like to view your volunteer resume. You can view it from the start of your volunteer time at the library or a portion. Once you hit the "go" button it will take you to your pretty volunteer resume!

Your resume will look similar to this! You'll be able to see a summary of your volunteer time as well as all the shifts that you have signed up for.

It will be a multi-page pdf document that you have the option to download to your computer and print out or attach in an email to someone.

VOLUNTEER

at the Traphene Hickman Library



Volunteer Name

Volunteer Resume
Apr 1, 2018 - Apr 24, 2025

Snapshot	
 0.23 VOLUNTEER HOURS	 \$3.45 IMPACT VALUE
 0 EVENTS RSVP'D	 5 OPPORTUNITY RESPONSES
 0 PROGRAMS FANNED	

Volunteer Hours By Month					
Nov	Dec	Jan 2025	Feb	Mar	Apr

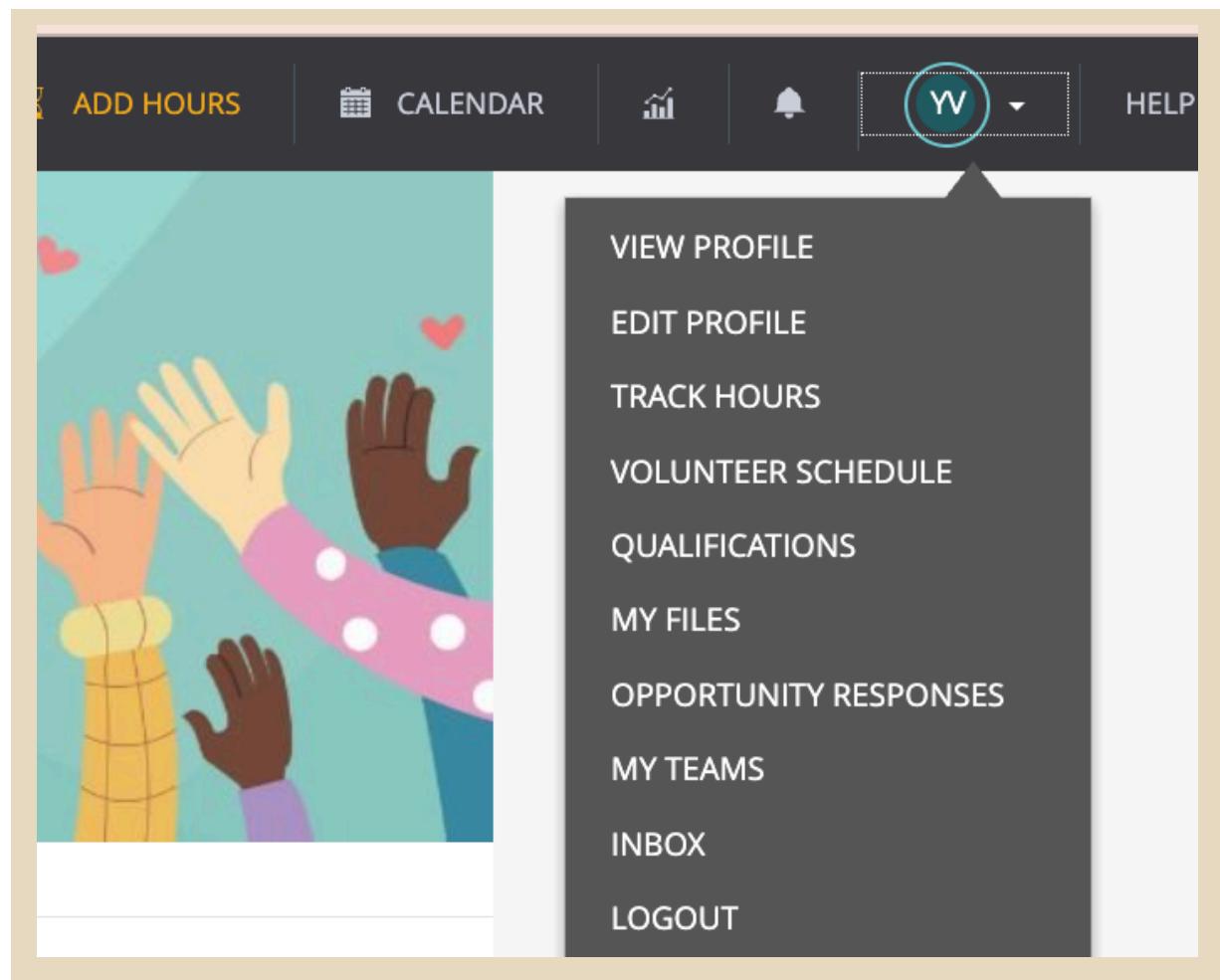
Volunteer Hours By Skill	
 EDUCATION	9

Opportunity Responses By Primary Skill	
	
	

DATE	DETAILS	USER GROUP	TYPE	HOURS	MILES TRAVELED	STATUS
Jan 17, 2023	Check-In/Out Training Adult Volunteering			0.00	0	<input checked="" type="checkbox"/>
Nov 28, 2022	Check-In/Out Training Adult Volunteering			0.00	0	<input checked="" type="checkbox"/>
Nov 22, 2022	Check-In/Out Training Adult Volunteering			0.02	0	<input checked="" type="checkbox"/>
Oct 27, 2022	Check-In/Out Training Adult Volunteering			0.00	0	<input checked="" type="checkbox"/>
Oct 26, 2022	Check-In/Out Training Adult Volunteering			0.02	0	<input checked="" type="checkbox"/>
Sep 13, 2022	Check-In/Out Training Adult Volunteering			0.00	0	<input checked="" type="checkbox"/>
Sep 3, 2022	Check-In/Out Training Adult Volunteering			0.02	0	<input checked="" type="checkbox"/>
Aug 23, 2022	Check-In/Out Training Adult Volunteering			0.02	0	<input checked="" type="checkbox"/>
Aug 5, 2022	Check-In/Out Training Adult Volunteering			0.00	0	<input checked="" type="checkbox"/>
Jun 3, 2022	Check-In/Out Training Adult Volunteering			0.02	0	<input checked="" type="checkbox"/>
Jun 2, 2022	Check-In/Out Training Adult Volunteering			0.02	0	<input checked="" type="checkbox"/>
May 31, 2022	Check-In/Out Training Adult Volunteering			0.00	0	<input checked="" type="checkbox"/>
May 31, 2022	Check-In/Out Training Adult Volunteering			0.02	0	<input checked="" type="checkbox"/>
May 19, 2022	Check-In/Out Training Adult Volunteering			0.03	0	<input checked="" type="checkbox"/>
Dec 7, 2021	Check-In/Out Training Adult Volunteering			0.02	0	<input checked="" type="checkbox"/>
Nov 23, 2021	Check-In/Out Training Adult Volunteering			0.02	0	<input checked="" type="checkbox"/>

Settings

To view your profile, edit your profile, your volunteer schedule, and more, visit the settings in the upper right hand corner.



Change Password

Current Password

New Password [?](#)

Repeat New Password

UPDATE PASSWORD

Availability

Your availability information is helpful for managers who are looking for volunteers who can work certain shifts. If you do not want managers to be able to schedule you for a shift based on your availability, you can disallow scheduling at the bottom of this page (under "Settings").

	Morning	Afternoon	Evening	Don't schedule me
Mon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

UPDATE AVAILABILITY

Data and Communication Settings

Email preferences

 [MANAGE MY PREFERENCES](#)

Contact me in the event of a disaster [?](#)

ON

Allow scheduling [?](#)

ON

Download all account data [?](#)

 [EXPORT MY DATA](#)

UPDATE SETTINGS

If you click “Edit Your Profile” you can edit your personal information as well as update your password, your availability, and your notification preferences!

Signing Up for Opportunities

Cancelling Your Sign-Up

Signing Up for an Opportunity

Step 1: Click on an opportunity and see if it's something you'd like to do.

You will be able to view the single date or multi date for this opportunity.

Shifts			
BEGINS	DURATION	OPEN SPOTS	RESPOND
Mon Apr 28, 2025 @ 10:00am to 11:30am	1.50 hours	0 of 4	WAITLIST
Thu May 1, 2025 @ 10:00am to 11:30am	1.50 hours	3 of 4	RESPOND INDIVIDUALLY
Mon May 5, 2025 @ 10:00am to 11:30am	1.50 hours	2 of 4	RESPOND INDIVIDUALLY
Thu May 8, 2025 @ 10:00am to 11:30am	1.50 hours	3 of 4	RESPOND INDIVIDUALLY
Mon May 12, 2025 @ 10:00am to 11:30am	1.50 hours	3 of 4	RESPOND INDIVIDUALLY

If you click “Waitlist” you will be added to the waitlist for this date. In the event someone cancels the person at the top of the waitlist will get moved to the opportunity. Unless you are moved off the waitlist please do not show up for the opportunity. You can remove yourself from the waitlist by clicking it again.

If you click “Respond Individually” it will take allow you to sign up for the individual shift.

If you click “Respond” in the upper right corner it will prompt you to pick the dates you want. See the following page.

Opportunity Response

Please review the Opportunity details below and fill out any required fields. When you're ready, click Submit Opportunity Response to finish. That's it! If we need anything else, we'll reach out to you.

Opportunity Information

Opportunity Name:

Adult Volunteer: Circulation Support

Program Name:

Circulation at THL

Your Name:

Volunteer Name

Opportunity Shifts

- Thu May 1, 2025 @ 10:00am
- Mon May 12, 2025 @ 10:00am
- Thu May 22, 2025 @ 10:00am
- Mon Jun 2, 2025 @ 10:00am
- Thu Jun 12, 2025 @ 10:00am
- Mon Jun 23, 2025 @ 10:00am

- Mon May 5, 2025 @ 10:00am
- Thu May 15, 2025 @ 10:00am
- Mon May 26, 2025 @ 10:00am
- Thu Jun 5, 2025 @ 10:00am
- Mon Jun 16, 2025 @ 10:00am
- Thu Jun 26, 2025 @ 10:00am

Respond to All Shifts

No

Show All

SHOW PAST SHIFTS

- Thu May 8, 2025 @ 10:00am
- Mon May 19, 2025 @ 10:00am
- Thu May 29, 2025 @ 10:00am
- Mon Jun 9, 2025 @ 10:00am
- Thu Jun 19, 2025 @ 10:00am
- Mon Jun 30, 2025 @ 10:00am

Additional Volunteer Information

Response Notes 

Response Notes

SUBMIT OPPORTUNITY RESPONSE

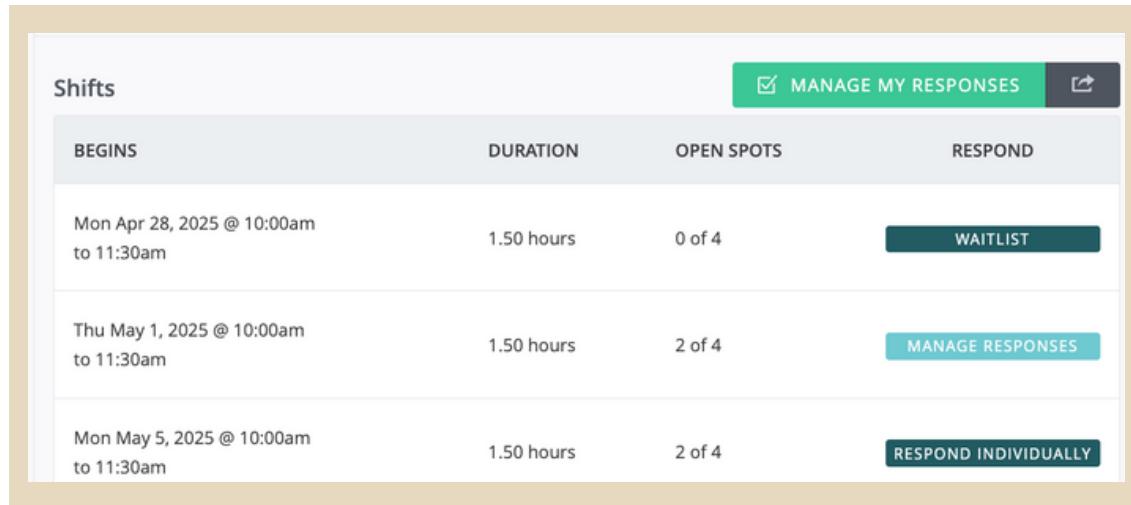
CANCEL

Cancelling Your Shift:

What happens if I know that I can't make it to an opportunity or if I accidentally signed up for something? It is very important to make sure that you are signing up for the right dates & times.

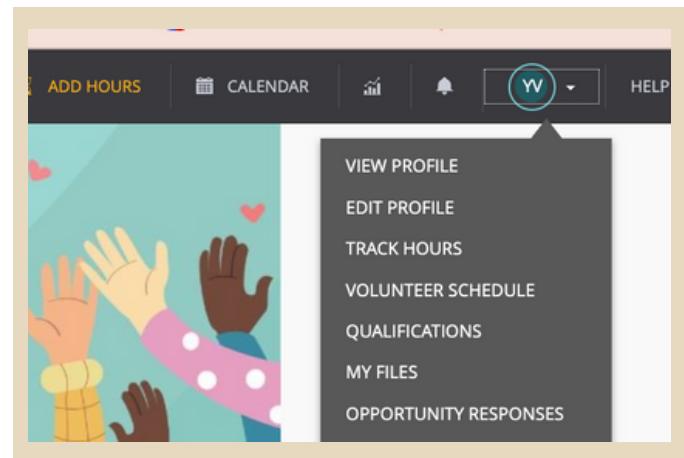
You can cancel one of two ways:

Visit the opportunity and then click "Manage Responses"

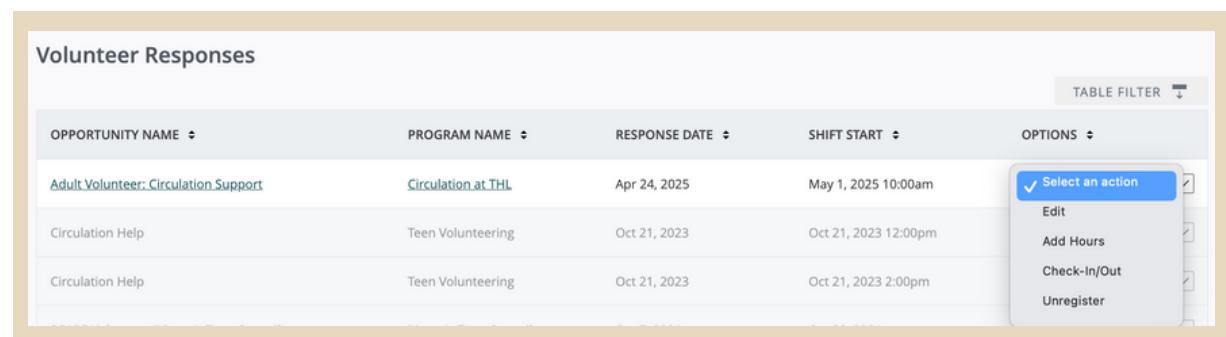


BEGINS	DURATION	OPEN SPOTS	RESPOND
Mon Apr 28, 2025 @ 10:00am to 11:30am	1.50 hours	0 of 4	WAITLIST
Thu May 1, 2025 @ 10:00am to 11:30am	1.50 hours	2 of 4	MANAGE RESPONSES
Mon May 5, 2025 @ 10:00am to 11:30am	1.50 hours	2 of 4	RESPOND INDIVIDUALLY

Or you can visit the upper right corner of your dashboard and click "Opportunity Responses". From there you can "Unregister" from the desired opportunity.



The dashboard features a top navigation bar with links for 'ADD HOURS', 'CALENDAR', 'HELP', and a user icon. A dropdown menu is open over the user icon, listing options: 'VIEW PROFILE', 'EDIT PROFILE', 'TRACK HOURS', 'VOLUNTEER SCHEDULE', 'QUALIFICATIONS', 'MY FILES', and 'OPPORTUNITY RESPONSES'. The 'OPPORTUNITY RESPONSES' option is circled in blue.



OPPORTUNITY NAME	PROGRAM NAME	RESPONSE DATE	SHIFT START	OPTIONS
Adult Volunteer: Circulation Support	Circulation at THL	Apr 24, 2025	May 1, 2025 10:00am	Select an action
Circulation Help	Teen Volunteering	Oct 21, 2023	Oct 21, 2023 12:00pm	
Circulation Help	Teen Volunteering	Oct 21, 2023	Oct 21, 2023 2:00pm	

A context menu is open on the last row of the table, with 'Select an action' highlighted. The menu options are: 'Edit', 'Add Hours', 'Check-In/Out', and 'Unregister'.

What happens in the event of an emergency and I'm unable to make my shift?

We completely understand that instances that are outside of your control may happen! For our opportunities we appreciate as much advance notice as possible if you are unable to show up.

If you are unable to cancel your sign-up from your computer or mobile app please do two things:

1. Call the library to let them know that you are unable to make it.
2. It is on the volunteer to then send a follow up email to your volunteer coordinator after the fact (it could be the next day even) that you were unable to make it.

In the event of a total of three no-call-no-shows the volunteer will be removed from the library's volunteer program and they will have to wait three months to re-apply to the program.

FAQ's

Do we allow court ordered volunteering?

Adult Volunteering: The library does not offer court ordered volunteering at this time.

Teen Volunteering: Please contact chelsey.randel@cedarhilltx.com to look at eligibility for court ordered volunteering.

How can I reset my password?

To reset your password click the “Forgot your password?” link on login page. Follow the prompts from there.

When will my qualifications be approved to volunteer?

Qualifications are manually approved by the volunteer coordinators, please allow some time before they are approved. An automatic email will be sent by the site to let you know they are approved.

I have a separate log that needs to be signed for volunteer hours, how do I get those signed?

Volunteers that have a separate log for their volunteer hours are responsible for getting that signed at their shifts by their site supervisor.

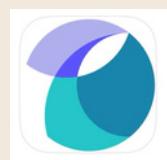
Does the library provide recommendation letters?

Volunteers can obtain letters of recommendation from their Volunteer Coordinators or Program Managers by reaching out to them by email. Recommendation letters need to be requested two weeks in advance.

Is there an app that I can download?

Yes there is an app where you can access your volunteer dashboard, sign-up for opportunities, etc.

The app is called “Causer-Get Connected”



Vocabulary

Volunteer Coordinator

There are two volunteer coordinators. One for Teen Services and one for Adult Services. They are your overarching contacts that are responsible for the volunteer program at the library.

Program Manager

Your program manager is the person that is over that volunteer area of the library. Their contact information can be found in the Program information.

Site Supervisor

Your site manager is who you will report to for the opportunity that you signed up for. Their contact information is listed in the opportunity information. They will be the ones to give you direction on what you will be doing and provide necessary training.

Opportunities

Opportunities, or other wise known as shifts, are what you as a volunteer will sign up for.

Qualifications

Qualifications are requirements to participate in volunteer opportunities. Some qualifications are not only required by us, but by the City of Cedar Hill's HR Department.