

VOLUNTEER INFORMATION SHEET

Summer 2017 June 16 – August 12

Please **KEEP** this sheet and **RETURN** your completed application.

JOBS FOR AGES 13+

Program Volunteers

- **3-D Art (Tuesday afternoons; must be available at least four Tuesdays, 12:30-2:30 pm, between June 27 and August 8)**
Preparing and setting out art supplies; making samples; greeting participants; assisting children during the program; cleaning up after the program. Applicants for this must be comfortable working with children ages 5-9 and interested in arts and crafts. NO CLASS JUNE 20 OR JULY 18.
- **Architecture Camp (one full week; must be available July 17, 18, 20, and 21, 12:00-4:00 pm)**
Preparing and setting out supplies; assisting the instructor and children during the program; cleaning up after the program. Applicants for this must be comfortable working with young children and interested in design and construction.
- **Book Builders (one full week; must be available July 31, August 1, 3, 4, 11:30-2:30 pm)**
Preparing and setting out supplies; making samples; greeting participants; assisting children during the program; cleaning up after the program. Applicants for this must be comfortable working with young children and interested in books and crafts.
- **Final Party (one day; must be available August 12, 12:30-3:30 pm)**
We need various people to do one or more of the following: setup; cleanup; supervising crafts; face painting. Applicants for this must be able to work independently in a high-energy environment. Some physical labor required.
- **Kickoff Party (one day; must be available June 16, 3:00-6:00 pm)**
We need various people to do one or more of the following: setup; cleanup; supervising crafts; face painting. Applicants for this must be able to work independently in a high-energy environment. Some physical labor required.
- **LEGO Club (Friday afternoons; must be available at least four Fridays 12:30-3:30 pm)**
Retrieving the previous week's creations and taking them apart; putting out supplies; closely supervising children during the program; cleaning up after the program. Applicants for this must be comfortable working independently with children ages 6-10 and should have an interest in LEGOs if possible.

Adopt-a-Section Volunteer (times are flexible; must be available at least four weeks)

Volunteers "adopt" a particular section, visit it once a week, keep it in alphabetical or numerical order, pull interesting books to display, and alert staff to any books that might need to be withdrawn or replaced. Applicants for this must be detail-oriented, methodical, and able to work independently. May be done in conjunction with another volunteer job.

Reading Club Table Volunteer (times are flexible; must be available at least four weeks)

Registering and assisting readers with the club process; giving out prizes and raffle tickets; talking to participants about what they're reading. During quiet shifts, other tasks may be assigned. Applicants for this must be personable, friendly, and comfortable interacting with children of all ages and their parents. Preference will be given to those who are available during busy shifts: before and after programs; evenings; weekends.

Shelving Volunteer (times are flexible; must be available at least four weeks)

Including, but not always limited to: shelving books and media; pulling books for withdrawal/displays/programs/interlibrary loan; straightening shelves and displays. Applicants for this must be detail-oriented, methodical, and able to work independently.

JOBS FOR AGES 15+

Program Volunteers

- **90-Second Newbery (one full week; must be available August 7, 8, 10, 11, 9:30 am – 12:00 pm)**
Preparing and setting out supplies; assisting the instructor and children during the program; cleaning up after the program. Applicants for this must be comfortable working with elementary-age children and interested in theater and film
- **Science in the Summer (Monday-Thursday mornings, July 24-27; must be available all four days)**
We will receive separate information and applications from the SITS staff in May. The topic this year is sports science.

Circulation Volunteer (times are flexible; must be available at least four weeks)

Including, but not always limited to: emptying the outside book drops; checking in books; sorting books for shelving; taking carts upstairs/downstairs, and assisting the staff member at the checkout desk. Because of the extended responsibilities involved with working at the desk, preference for this will be given to experienced and/or older volunteers.

FAQs ABOUT VOLUNTEERING

What are the expectations of volunteers?

- Show up for all training and volunteer shifts to which you have committed.
- Show up on time.
- If you will be late or absent, contact us ASAP.
- Not every job requires constant interaction with library patrons, but please be aware that patrons don't often know who is an employee and who is a volunteer. Therefore, we are all representatives of the library when we are "out on the floor." Please be cordial and simply explain that you are a volunteer and will be happy to direct the patron to the nearest staff member.
- For jobs that do require patron contact (especially programs and the Reading Club Table), we ask that you please put your electronic devices away, even when it is quiet. Books, drawing, or homework are okay, but we find that having volunteers focused on electronic devices puts a distance between them and the people whom they are here to assist.
- Ask questions! Unless you absolutely know an answer, please ask a staff member. You are not bothering us; it's our job. We would MUCH rather have you ask us than give incorrect information to a patron or fellow volunteer.
- Be proactive! If you finish a task that you were assigned but your shift isn't over, ask what else needs to be done. If you're working at the Reading Club table and it's quiet, ask if there's anything you can work on while you sit there.

What are the benefits of volunteering?

- Real-world work experience. We expect a lot of our volunteers because we believe you are capable of doing great things!
- Volunteering, especially the kind that involves training and a firm commitment, is something that recruiters and admissions officers look for on college applications.
- Familiarity with how a public library is set up. Knowing the Dewey Decimal System and the online resources available through the library is a shortcut to finding the research materials you'll need for school.
- A pleasant and friendly volunteer experience. We value our volunteers and try to match each with the ideal tasks for his/her personality, experience, interests, and schedule.
- Free DVD, audiobook, and video game rentals throughout the summer. Once you have passed the probationary period (training + your first volunteer shift), your library card will be upgraded to "VOLUNTEER" status. You must have your own library card (in your name) to take advantage of this perk.

Why do you ask for a commitment of at least four weeks? Why can't I just volunteer once or twice during the summer?

Most of our volunteer jobs require training by staff members, and in some cases the training can be extensive. Time spent training volunteers is an investment in them, so we realize its value, but it's also time that cannot be spent on other necessary tasks. We feel that the outcome should be worth the investment of time on both sides: ours *and* yours.

Why can't you accept everyone who wishes to volunteer?

As stated before, time spent training volunteers is an investment in them, so we realize its value, but it's also time that cannot be spent on other necessary tasks. If your schedule and interests fit our needs, we are happy to include you. However, if they do not we may not be able to find a place for you this summer but we encourage you to submit an application for the school year.

Why do I have to be at least 15 to work at the Circulation Desk?

There are mistakes that could be made during the checkin process that would potentially lead to fines, fees, and lost materials. Because of the heightened responsibility involved with this job, we feel that anyone working behind the desk should have a little more maturity and experience, and should be at least as old as our youngest paid employees.

Why do I have to be at least 15 to volunteer for 90-Second Newbery and Science in the Summer?

90-Second Newbery involves children ages 8-12, and we have found that it is better if the volunteers are at least a few years older than the oldest participants. SITS is administered by an outside committee. They prefer adult volunteers, but they are willing to accept students ages 15+.

Will you be keeping track of my volunteer hours?

Yes! We check the sign-in sheets weekly, and these numbers are part of our monthly reports. At the end of the summer a thank-you letter that includes your total volunteer hours will be mailed to you. If you need us to sign a separate letter or form filled out for a specific organization, we are also happy to do that upon request.

What if I can't fulfill my volunteer hours?

If you have a conflict of which we were not previously aware (you are ill or have a family emergency), please let us know as soon as possible by emailing me or calling the department and leaving a message. However, if something comes up that will prevent you from keeping your volunteer commitment for the span of several shifts, such as a newly-scheduled vacation or camp, we may have to reevaluate your volunteer status. We count on our volunteers to be here, and it is a hardship on the staff and other volunteers when someone is absent.