

Volunteer Job Descriptions Available

Please check the box of the duties that interest you.

- Adopt-A-Shelf Volunteer** – Main Duties: Maintain orderly & clean shelves
 - Time commitment: 2 hours every 2 weeks, minimum of 6 months
 - Audio & Visual Materials Maintenance** – Main Duties: Maintain orderly shelves & clean discs
 - Time commitment: 2-4 hours per month, minimum 6 months
 - Book Cover Volunteer** – Main Duty: Cover books with vinyl
 - Time commitment: 1-2 hours per week
 - Circulation Desk Volunteer** – Main Duties: Circulate items, issue library cards, shelve materials, and answer questions
 - Time commitment: 2-3 hours per week or twice a month (depending on the shift)
 - Collection Replacing and Weeding Aide** – Main Duties: Collect items from shelves as assigned
 - Time commitment: 2 hours every 2 weeks, minimum 6 months
 - Coordinator of Children's Programs**– Main Duties: Plan and implement two programs a month
 - Time commitment: 2+ hours per month, minimum 6 months
 - Coordinator of Teen Programs** – Main Duties: Plan and implement two programs a month
 - Time commitment: 2+ hours per month, minimum 6 months
 - Coordinator of Community Programs** – Main Duties: Plan and implements community interest programs
 - Time commitment: 3+ hours, minimum 9 months
 - E-Media Assistant** – Main Duties: Maintain a set schedule to assist patrons setting up e-reading devices
 - Time commitment: 2 hours per month
 - Grant Seeker** – Main Duties: Work with staff members to find, plan, and apply for grants.
 - Time commitment: 3+ hours per month
 - Homework Helper** – Main Duties: Provide homework assistance for students
 - Time commitment: 2 hours per week, for duration of a school year
 - Library Literary Critic** – Main Duties: Provide short reviews of library books, movies, CDs, and other materials
 - Time commitment: Varies
 - Library Page** – Main Duties: Maintain orderly & clean shelves, shelve materials, other duties as assigned
 - Time commitment: TBD for **teen** volunteers (must have a sponsoring Library Page Mentor agreed upon by Librarian)
 - Library Page Mentor** – Main Duties: Mentor and train Library Page (for current volunteers only)
 - Time commitment: TBD
 - Online Library Sale Assistant** – Main Duties: Price materials and arrange for the sale of them online
 - Time commitment: 2 hours per month
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I hereby certify that I have answered truthfully and have not knowingly withheld any information relative to my application. I understand that I am not guaranteed a volunteer position by submitting this application. I understand that, if accepted, I will work within my assigned areas of responsibility without any monetary compensation.

Signature

Printed Name