

## VOLUNTEER PROGRAM

### **WHAT TO EXPECT FROM US**

- ✓ Orientation
- ✓ Training
- ✓ Supervision

### **WHAT WE EXPECT FROM YOU**

- ✓ Professionalism at all times
- ✓ Minimum of 1 hour per week for 8 weeks  
Minimum age of 16 w/o special permission.
- ✓ Must pay/complete a background check beforehand.
  - ✓ Identification worn at all times.
- ✓ We cannot accept court ordered volunteers.

### **GETTING STARTED**

- ✓ Fill Out an application.
- ✓ Interview & background check.
- ✓ Attend orientation (Ambassadors – additional training required)
- ✓ Receive your schedule.

# VOLUNTEER ASSIGNMENT DESCRIPTIONS

## ASSIGNMENT: Volunteer Coordinator

The **Coordinator of Volunteers** manages all library volunteers including all of following:

- Helps recruit appropriate persons for volunteer assignments. Including community outreach when appropriate.
- Serves as the contact for Department Heads to request volunteer services. These tasks may or may not fall under other Volunteer Job descriptions and may be random needs or short term needs.
- Schedules volunteers in coordination with requesting Library staff. This includes being notified if a volunteer will be absent and notifying staff of such. Note: if there is no Volunteer Coordinator, volunteers will be required to notify appropriate dept. heads of absence.
- Maintains attendance records of all volunteers.
- Evaluates volunteers in coordination with Library staff.
- Supervises volunteer trainings, both general orientation and specific training.
- Troubleshoots volunteer issues and problems with volunteers and staff.
- Coordinates a volunteer recognition program along with Library Trustees.

***This position requires a resume or CV to ensure adequate experience and some level of expertise.***

## ASSIGNMENT: Volunteer Programs & Events (P&E) Coordinator

The Volunteer Program and Events Coordinator works to identify, plan, and implement programs and special events for the library, and works to recruit trainers and other volunteers to participate in these and other special events. **All work is accomplished in conjunction with the library directors, staff and the Board.**

This volunteer position includes the following:

- Following research and planning, recommends community programs to be offered at the library, specifically on Sunday afternoons September through May ***focusing on assets and partners already existing in the community.*** Said programs should reflect the needs and desires of the community. One example would be to partner with an agency or organization to provide a Career Services Aide to assist patrons with job hunting, applications, resumes, etc.
- Working with library staff and Board, will plan and implement Special events including but not limited to: RI Library Day, 10<sup>th</sup> Anniversary Celebration, Summer Reading Program, and others as assigned. This also includes working closely with Staff and any Marketing aides on publicity and in building
- Recruits and schedules volunteers to serve on small task forces to complete individual tasks related to Programs and Events, both ongoing and special one time.
- With the assistance of other volunteers, facilitates the assigned program, e.g. arrives before the program, ensures appropriate set up of the room, welcomes the person(s) doing the program, introduces the program person(s), troubleshoots any problems, e.g. find someone to help with tech., facilitate any question period if appropriate, wrap up the program on time, and ensure the overall success of the program. This may be at various times, but primary need currently is

on Sunday afternoons September through May. This also includes keeping statistics on the program.

***This position requires a resume or CV to indicate adequate experience and some level of expertise.***

## **ASSIGNMENT: Volunteer Community Ambassadors**

A Community Ambassador does **all** of the following:

- Attends not only a general volunteer training, but also a series of informational sessions about the library's mission, services, programs, etc. These sessions might include any combination of the following:
  1. Introduction to the library mission and values, library statistics.
  2. Children's & Teen services
  3. Adult Collections & Readers' Services
  4. Reference, Information, and Local History
  5. Programs/Learner services/Outreach services
  6. FAQ (this would be the last session, make it interesting w/Jeopardy game)
- Is willing and able to be the library's advocate within the community in a *nonpartisan* way. This means being informed of current library activities and the value of the library's services, and telling other people about them as appropriate.

## **ASSIGNMENT: Volunteer Marketing & Communications (M/C) Aide**

The **Volunteer M/C Aide** assists with graphic design for assigned projects as needed.

This will include **one or more** of the following:

- Assisting with graphic design for any small departmental requests, e.g. creating a small paper listing computer policy.
- Assist with press releases as requested.
- Assisting with Program flyers as requested.
- Ensure that all free handouts are valid/up to date, and discard those that are not.
- Fold and distribute monthly calendars to each floor
- Distribute monthly calendars out into the community as needed
- Assist in managing social media sites as requested
- May assist in proofreading draft text for website and social media sites as developed by Technical Coordinator.
- Specifically provides publicity and marketing for the Community Grant Program

## **ASSIGNMENT: Volunteer Technology Aide**

The **Volunteer Tech. Aide** ensures the cleanliness and organization of the public access technology.

This will include **one or more** of the following:

- Proofreading draft text for website and social media that has been generated by Technical Coordinator.
- Make sure each public computer station is clean and orderly. Mouse pads should be in good condition. Items which are dirty should be cleaned.
- Each station should have a small box with scrap paper and sharpened pencils.
- Assistance with disposal of e-waste
- Other duties as assigned for overall organization.

## **ASSIGNMENT: Volunteer Children's Aide**

The **Volunteer Children's Aide** assists the Children's Room staff.

This will include **one or more** of the following:

- Assists with preparing books for cataloging
- Sorting Lego block by color every two weeks or as needed.
- Volunteers to teach chess to young children
- Keep collections organized correctly
- Other duties as assigned

## **ASSIGNMENT: Volunteer Teen Aide**

The **Volunteer Teen Aide** assists the Teen/YA department.

This will include one or more of the following:

- Assist as directed with teen programming
- Teach or supervise an activity in Children's Room
- Keep collections organized correctly.
- Other duties as assigned

## ASSIGNMENT: Volunteer Collections Aide

A **Volunteer Collections Aide** assists in the organization, straightening, and keeping accessible to the public, **one or more** of the following collections:

- DVDs
- Books on CD
- Magazine
- Books
- YA collections
- Book Sale organization

## ASSIGNMENT: Volunteer Greeter (automatically Community Ambassador)

A Library Greeter does **all** of the following:

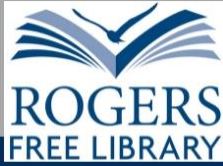
- Attends not only a general volunteer training, but also a series of informational sessions about the library's mission, services, programs, etc. (*the same sessions as all Community Ambassadors must attend*). But the volunteer Greeter may begin services after the General Orientation session.
- Serves as a front lobby **greeter/docent** for some period of time each week. Give out information to new residents and new cardholders, distribute introductory materials as necessary, and direct library patrons to the correct place, as well as encouraging exploration of any exhibits and programs. May also tell of the library's architecture and history.
- Is willing and able to be the library's advocate within the community in a nonpartisan way. This means being informed of current library activities and telling other people about them as appropriate (same as all Community Ambassadors).

## ASSIGNMENT: Volunteer Housekeeping Aide

The **Volunteer Housekeeping Aide** assists in minor, misc. cleaning and ancillary tasks.

This will include **one or more** of the following:

- Dusting all shelves on regular basis
- Dusting/cleaning desks and tables as needed
- Ensure that printers and copiers on each floor have paper.
- Ensure any indoor plants are watered and healthy if not currently assigned.
- Report anything needing fixing to the Library staff



# VOLUNTEER PROGRAM

## ADULT/TEEN VOLUNTEER APPLICATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Check which activity interests you:

\*You may check as many as you wish \*Additional details and descriptions are available on the library website or by asking at Circulation, Reference, Teen, or Children's Service Desks. **Those in bold type are current top priorities.**

- \_\_\_\_\_ **Volunteer Coordinator – recruiting, scheduling, managing all library volunteers.**
- \_\_\_\_\_ **Programs & Event Coordinator – plan/coordinate Sunday programs and/or Special Events**
- \_\_\_\_\_ **Community Ambassadors - learn about services, greet/direct people in**
- \_\_\_\_\_ Marketing & Communications Aide – assist with flyers, press releases, social media.
- \_\_\_\_\_ Technology Aide – assist in basic management of public computer access. areas
- \_\_\_\_\_ Children's Aide – assist with Legos management, collections, teaching chess, etc.
- \_\_\_\_\_ Teen Aide – assist Teen Librarian with programs, collections, classes, etc.
- \_\_\_\_\_ Collections Aide – work in multiple departments keeping collections correct & tidy.
- \_\_\_\_\_ Greeters – welcome people into the library, help direct them appropriately.
- \_\_\_\_\_ Housekeeping aide- light cleaning of shelves and tables, supplying paper to printers

## WORK OR VOLUNTEER EXPERIENCE

Last or present position: \_\_\_\_\_  
(if Teen – name of School)

Location: \_\_\_\_\_

From (date) \_\_\_\_\_ to (date) \_\_\_\_\_

Education (check highest level completed):  
(if Teen – write current grade next to High School)

\_\_\_\_\_ High School    \_\_\_\_\_ Some College/ In College    \_\_\_\_\_ College/ post HS prof. training

My Special Skills:

➤ PLEASE TELL US WHY YOU ARE INTERESTED IN THIS POSITION.

➤ PLEASE TELL US WHY YOU WOULD BE A GOOD FIT FOR THIS VOLUNTEER POSITION.

Personal references (please give 2 references NOT relatives):

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

**Background Check**

A background Check (BCI) will be performed only if we accept your application and must be completed prior to starting work as a volunteer. It is the library’s policy to obtain this BCI check on all volunteers or work study students, ages 18 or older. **We will provide you with the instructions of how to do this after your Application is reviewed.**

**Certification**

I certify that the answers contained in this application are true and complete to the best of my knowledge. **My volunteer service is conditional upon completion of the application, verification of references, completion of a BCI check, an interview, and some initial training.** I understand I am not entitled to any compensation for services and will not claim any liability on the part of the Town of Bristol or Rogers Free Library for any activities or duties I perform as a volunteer. I further understand there is no expectation of any future paid job due to volunteering.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Parental Signature if under 18:

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Signature Adult

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Date