



Volunteer Application

All information is confidential.

Please email completed form to southworthlibrary@gmail.com
or drop off at Circulation Desk.

Name		Birthday (mm/dd)					
Address	City/State/Zip	If under 18 Birthdate (mm/dd/yyyy)					
Email		Phone					
Why are you interested in volunteering at the library?							
Do you have any experience working at a library or with the public? Yes___ No___ If yes, please explain:							
Is this required community service? Yes___ No___ If yes, please explain:							
Number of hours required to fulfill service:							
From the jobs below please check how you might like to contribute (job descriptions on back):							
Adopt-a-Shelf ___	Circulation Desk ___	Greeter ___					
Youth Library Assistant ___	Digital Services Assistant ___	Special Programs ___					
Baked Goods ___	Willowbrook ___	Other (please explain) ___					
In-House Book Sale ___	Internet Services ___						
Traveling Books ___	Library Assistant ___						
Please indicate the days and times you are available to volunteer (i.e. 2:30-5:00):							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							CLOSED
Afternoon							CLOSED
Evening							CLOSED
How often would you like to volunteer?							
Daily ___	Weekly ___	Biweekly ___	Monthly ___	Short-term ___			
Many jobs at the library are physically demanding. Do you have any physical limitations that would be aggravated by standing, bending, kneeling, etc.? Yes___ No___ If yes, please explain:							
Signature				Date			

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Date Rcvd ___/___/___ Date Contacted ___/___/___ Interview ___/___/___ Orientation ___/___/___
Timesheet ___ Badge ___ Emergency ___
Position

Who volunteers at the Southworth Library?

The Library currently enjoys the support of many volunteers who generously share their knowledge, skills, and enthusiasm with our community. Their jobs range from shelving and covering books, assisting with program preparations, computer/digital instruction, reading at preschools and delivering services outside our walls, all tasks critical to carrying out the mission of our Library. Volunteers come to us from a variety of backgrounds. From retirees who want meaningful work to students fulfilling community service credits, we provide training and support to volunteers from all walks of life. You must be 14 years of age or older to volunteer.

Why volunteer?

There are many reasons to volunteer at the Library. Here are a few:

- Meet new people and make new friends.
- Teen intern experience
- Fulfill a community service requirement
- Provide assistance for our many programs and offerings
- Be closer to books, book lovers, authors, and new ideas

In any capacity, our volunteers bring with them a sense of commitment, dependability, flexibility and an appreciation of the vital service Southworth Library provides for our community.

Want to get involved at the Library?

- Call us at 844-4782
- Email southworthlibrary@gmail.com
- Pick up an application at the circulation desk

Contact us to find out more about volunteer opportunities and together we'll discover which job is right for you!

Volunteer Opportunities

- **Adopt-A-Shelf:** Organize books using the Dewey Decimal system, check for foreign items among book pages, and make shelves neat and orderly. Must be meticulous and be able to work independently. May require kneeling, standing, or crouching for long periods of time.
- **Baked Goods:** Prepare baked goods for library and fundraising events.
- **Traveling Books:** These volunteers travel to day care facilities with a bag of books for preschoolers every other week, read a few books to the children and leave the books for the day care provider to use until the next visit when they bring a new bag. Should have excellent interpersonal skills. Requires some lifting and may require use of personal vehicle and valid Driver's ID.
- **Willowbrook Senior Housing:** We provide books and materials for the residents who find it difficult to get to the library. Every 4 weeks we select new titles to bring over and pick up the ones that are there. Should have excellent interpersonal skills. Requires some lifting and may require use of personal vehicle and valid Driver's ID.
- **In-House Book Sale:** volunteers sort through the donated materials for the sale, help to set them up at the booksale cart each month, and remove items as needed.
- **Library Service Assistant:** This include shelving books after they have been returned or processed, shelf reading to make sure things have been put back correctly, book repair and processing. Requires strong organizational skills, good alphabetization knowledge, and basic understanding of the Dewey Decimal System. Must enjoy working with people, have excellent customer service skills, and be able to multi-task. Must be willing to volunteer 2-3 hours per week for at least 3 months. The job requires minimal lifting (20 lbs) and crouching
- **Youth Program Assistants** help with children and teen programs both in preparation and execution.
- **Greeters** answer basic questions about the library and help people find what they are looking for
- **Internet Trainer/Digital Services Assistant:** Provide assistance for people to use the internet for their information needs and to help them with basic internet and software use and with electronic devices..
- **Special Program Assistants:** Assist with setup, preparation and execution for programs or special events.
- **Fundraising:** Got an idea? We can use you!