

VOLUNTEER APPLICATION FORM



PLEASE NOTE:

The Geneva Public Library District aims to match the needs of the Library with the strengths and skills of our volunteer applicants. After receiving your application, we will notify you if a match has been made. If there is not an immediate match, we will hold your application for up to one year and will contact you when a special project arises.

NAME _____ DATE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL _____

OCCUPATION IF CURRENTLY EMPLOYED _____

Describe any previous volunteer experience, special skills, or library-related interests:

EMERGENCY CONTACT INFORMATION:

NAME _____ RELATIONSHIP _____

MAIN PHONE _____ SECONDARY PHONE _____

SCHEDULE AVAILABILITY:

Please indicate your availability during the library's open hours

SUN: _____ MON: _____ TUES: _____ WED: _____

THURS: _____ FRI: _____ SAT: _____

How many hours are you available to volunteer each week? _____

Specific time frame, if necessary: START _____ END _____
(MM/DD/YY) (MM/DD/YY)

How did you find out about volunteer opportunities at the Library? _____

STAFF USE

CALLED _____ SCHEDULED _____

VOLUNTEER POSITIONS:

Check the following positions that interest you:

ACTIVITY PREP ASSISTANT

Weekday morning, afternoon and evening hours possible.

Under the supervision of a Coordinator, help assemble materials for library programs and outreach visits.

COLLECTION MAINTENANCE ASSISTANT

Weekday morning and afternoon hours

Under the supervision of the department manager or coordinator, performs cleaning and organizing of materials on shelf; loads DVDs and CDs into cleaning machine; assists with filing, cleaning, and other collection maintenance tasks.

HOME SERVICE DELIVERY ASSISTANT

Weekday morning and afternoon hours, with the ability to commit to a regular schedule

Under the supervision of the Community Engagement Coordinator, pick up and deliver requested library material to homebound customers on a regular basis. Act as a representative of the library; relay customer requests to the Community Engagement Team. Volunteers in this role are expected respect patron privacy, confidentiality, and wellbeing.

OUTREACH PREP ASSISTANT

Weekday morning and afternoon hours, with the ability to commit to a regular schedule

Under the supervision of the Community Engagement Coordinator, assemble and bundle library materials being prepared for delivery to home service customers on a regular basis. Includes banding together multiple books or AV for one patron, preparing a label, and packing the bundles into bags and onto carts. Volunteers in this role are expected respect patron privacy, confidentiality, and wellbeing.

PROGRAM & EVENT ASSISTANT

Hours vary and are dependent on scheduled programs

Under the supervision of a Coordinator, help with special room set ups, greet program attendees, help collect attendance statistics, and assist with last-minute preparations. Act as a representative of the library in support of programming staff.

Are you interested in learning more about volunteering with Friends of Geneva Public Library? (Circle one) **YES** **NO**

APPLICATION AGREEMENT

If my duties include driving on behalf of the Library, I must annually provide a copy of my driver's license and insurance upon request.

I understand my offer is subject to a background check. I will be notified about this procedure and begin volunteering when provided with notice to do so.

Volunteers will be accepted and scheduled based on the Library's need. The Library cannot accommodate volunteers on a drop-in basis.

I have read and agree to these standards.

SIGN _____ PRINTED NAME _____ DATE _____

Please return your completed application to any service desk at Geneva Public Library or attach it to an email addressed to volunteers@gpld.org.