

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 and 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

CALLLED _____ SCHEDULED _____

VOLUNTEER POSITIONS:

Check the following positions that interest you:

AUDIO-VISUAL MAINTENANCE ASSISTANT

Under the supervision of the department manager, load/unload DVDs or CDs into a cleaning machine; assists with replacing/repairing AV containers.

COLLECTION MAINTENANCE ASSISTANT

Under the supervision of the department manager, removes items from the shelves to be considered for discarding.

DATA ENTRY ASSISTANT

Under the supervision of a department manager, enters data into Microsoft Excel workbooks to assist with tracking various activities related to library operations (e.g., program attendance, number of volunteer hours worked).

EVENT ASSISTANT

Under the supervision of a program coordinator, helps with special room set ups, greets program attendees, and assists with last-minute preparations.

HOME SERVICE DELIVERY ASSISTANT

Under the supervision of the Outreach Coordinator, picks up and delivers requested library material to homebound customers on a regular basis. Acts as a representative of the library; relays customer requests to the Outreach Coordinator.

OUTREACH MATERIALS PROCESSING ASSISTANT

Under the supervision of the Outreach Coordinator, assembles and bundles 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 labels, and packing bundles into bags and onto carts.

READING PROGRAM ASSISTANT

Under the supervision of a department manager, help assemble patron registration kits for seasonal reading programs; assist with patron registration.

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 Nancy Kendzior, Manager of Information & Reader Services at Geneva Public Library or attach it to an email to: nkendzior@gpld.org