

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 _____

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** _____

RELATIONSHIP _____

MAIN PHONE _____ **SECONDARY 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? _____

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

STAFF USE

CALLED _____ SCHEDULED _____

VOLUNTEER POSITIONS:

Check the following positions that interest you:

AUDIO-VISUAL MAINTENANCE ASSISTANT

Weekday Morning Hours

Under the supervision of the department manager, spray DVDs and CDs with cleaning solution and wipe down with a microfiber cloth; pair cleaned discs with correct case and return to the storage sleeve in the correct order.

COLLECTION MAINTENANCE ASSISTANT

Weekday Morning and Afternoon Hours

Under the supervision of the department manager, removes items from the shelves to be considered for discarding. Requires computer skills and attention to detail to remove discarded materials from our online catalog.

EVENT ASSISTANT

Weekday Evening Hours

Under the supervision of a program coordinator, helps with taking attendance and greeting program attendees, passes out surveys, sets up books displays and other program preparations.

HOME SERVICE DELIVERY ASSISTANT

Weekday Morning and Afternoon Hours

Under the supervision of the Outreach Librarian, picks up and delivers requested materials to homebound customers on a regular basis. Requires carrying and transporting bags containing library materials. May require driving to customers who are not within walking distance. Acts as a representative of the library; relays customer requests to the Outreach Librarian. Requires an ongoing commitment.

OUTREACH MATERIALS PROCESSING ASSISTANT

Monday Morning Hours

Under the supervision of the Outreach Librarian, assembles and bundles library materials being prepared for delivery to home service customers on a regular basis. Includes identifying and matching individual requests using a spreadsheet, packaging requests for patrons, labeling materials, and carefully recording the processed items for staff.

READING PROGRAM ASSISTANT

Weekday and Weekend Morning, Afternoon, and Evening Hours. May – August and December – February

Under the supervision of a department manager, register customers for the library's reading program, explain and record participation, and distribute prizes. Requires computer skills and great customer service skills. Requires advance training.

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 Kate Cobo, Manager of Customer Service, at Geneva Public Library or attach it to an email to: kcobo@gpld.org