



# Adult Volunteer Application

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

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

City: \_\_\_\_\_

Phone: \_\_\_\_\_ (home) \_\_\_\_\_ (cell)

Email Address: \_\_\_\_\_ Date of Birth (mm/dd/yy) \_\_\_/\_\_\_/\_\_\_

Emergency Name and Contact Phone: \_\_\_\_\_

Use Numeric Indicators #1 and #2 below to indicate your top 2 Volunteer Task priorities with #1 being the highest.

\_\_\_\_\_ **Shelving/Reading Shelves / Daily / Year-round**

Shelving entails returning items to the correct area and in correct order on the shelf for fiction (alpha) and non-fiction (Dewey Decimal.) Reading shelves is straightening and verifying the correct order of items on the shelf and correcting the order, if needed. A shelving candidate will have the ability to complete the online tutorial/test on the Dewey Decimal system and have the ability to learn to order library materials using the system. Shelving candidates must be able to stand for periods of time, push carts with books, bend and stoop to accommodate shelving on lower shelves.

\_\_\_\_\_ **Shelving Mentor / Mon Tue Wed Thurs / After-school**

This task entails training new teen shelving volunteers during after-school shifts. Training includes all aspects of Shelving/Reading shelves, hands-on sorting, alphabetizing of circulation carts, power point shelving overview, library tour and completing an online tutorial assessment. 4:30 – 6:30 pm shift is typical. Monday – Thursday shifts are ideal. Training experience preferred by not necessary as the position provides training.

\_\_\_\_\_ **Story Time Program Presenter / Tue, Wed & Fri Year-round**

This task entails planning activities and reading stories to the children for story time. It is on Tuesdays at 9:30 and Wed. at 10:00 for ages 18 months - 3 years and on Fridays at 10:30 for ages 4 and up. A crafts background or music experience is helpful but not necessary.

\_\_\_\_\_ **Story Time Assistant / Tue, Wed or Fri Year-round**

This task entails preparing items for story time activities as directed by the Children’s Librarian. Story times are held on Tues. at 9:30, Wed. at 10:00 for ages 18 months – 3 years and Fri. at 10:30 for ages 3 – 5 years. A crafts background or music experience is helpful but not necessary.

\_\_\_\_\_ **Chess Program / 2<sup>nd</sup> & 4<sup>th</sup> Tue of each Month**

This task entails leading youth activity and play group. Chess experience a must. The group is held on the 2<sup>nd</sup> & 4<sup>th</sup> Tuesdays of each month from 4:30 – 5:30 pm.

**Knitting Group Program Twice per Month on Wednesdays**

This task entails leading adult & family hobby group. Knitting experience a must. The group is held twice per month from 4:30 – 6:00 PM.

**Charlotte’s Book Club Program / 2<sup>nd</sup> Thurs. of each Month.**

This task entails leading an adult book discussion group centered on fiction selections. The group is held on the 2<sup>nd</sup> Thursday of each month from 6:00 – 7:45 pm.

**Non-Fiction Book Club Program / 1<sup>st</sup> Thurs. of each Month.**

This task entails leading an adult book discussion group centered on non-fiction selections. The group is held on the 1<sup>st</sup> Thursday of each month from 6:00 – 7:45 pm.

**Book Sale / Mondays / Mid-August – End of May**

Maintain the book sale area by filling shelves with a weekly rotation of new donations and then removing and boxing books that did not sell. A book sale candidate will be able to stand for periods of time, push carts with books, lift boxes weighting up to 20 lb. and bend and stoop to accommodate placing / removing books on lower shelves.

**Building Maintenance / Year-round**

There is a monthly checklist of maintenance items that must be attended to including changing light bulbs on inside and outside of the building. Building maintenance candidates must be able to lift up to 20 lbs., stand and stoop for periods of time, push carts and climb both a 6 ft. and 8ft. ladder.

**Grounds Maintenance / Year-round**

This task entails weeding, pruning, mulching and watering of the existing flower beds, and litter control of the library grounds, etc. Grounds maintenance candidates must be able to lift up to 20 lbs., stand and stoop for periods of time, push a wheel barrow, rake and sweep.

**Office Administration / Year-round**

Admin candidates will be computer literate, have experience with data entry, filing, organizing, and other administrated related tasks as needed by the volunteer coordinator. Word, Power Point and strong data entry skills preferred.

**What days and times are best for you? M T W TH F S AM Midday PM**

You will be contacted via email or telephone regarding available volunteer opportunities that match with your choices.

If there are no opportunities open, your application will be saved and we will contact you when volunteer positions become available.

All Volunteers at the Dripping Springs Community Library are encouraged to be library members.