

VOLUNTEER OPPORTUNITIES

What is a library volunteer?

A library volunteer is a person who performs tasks for the library without wages, benefits or compensation of any kind (including travel expense). Examples of volunteers include members of the general public interested in promoting the library and library service, or members of Boards, such as the Library Joint Board of Directors and the Friends of the Bridgman Library.

Why volunteer?

Volunteers derive personal growth and fulfillment as they contribute their time and skill to meet the learning and information needs of the public the library serves. Volunteers bring the library enthusiasm, energy, added talents and a fresh perspective. Friendship, education, recognition and genuine satisfaction in a job well done are among the rewards for volunteering. Those who donate their time and talents provide valuable assistance to the staff and patrons of the library.

Who volunteers?

Individuals, Students, Youth and community Service Organizations, Senior Citizens, Scout Groups, Church Groups, Corporations, Philanthropic Organizations.

Time Commitment

A variety of assignments are available at the library. These include:

- Weekly commitments
- Monthly commitments
- A specified number of hours (i.e. 50 hours)
- One-time special events or assignments

Volunteer Opportunities

A variety of opportunities are available at the library. These include but are not limited

to:

- Shelving items (put book carts in order, return items to shelves, shelf-read, straighten – requires knowledge of Dewey Decimal System (which can be trained on site), and alphabetizing)
- Children’s Programs (arts, crafts, displays, help with Summer Reading Program productions)
- Cleaning (dust book shelves and sanitize tables, chairs, DVD cases, etc.)

Recognition

An afternoon reception is held during National Volunteer Week to honor and celebrate the wonderful Library Volunteers.

How do I volunteer?

Fill out a volunteer application. You will describe your talents, skills and interests so that we may provide you with a volunteer opportunity that will benefit you and the library.

The Volunteer Coordinator will contact you to set up an interview.

Contact: Sarah Skinner, Library Director (269) 465-3663

E-mail: sarah@bridgmanlibrary.com

Describe the skills, education, interests or training you would like to use as a volunteer:

Are you hoping to fulfill an educational requirement? Yes No

If yes, please describe:

Do you have insurance? (Check all that apply) Medical Accident Auto

My volunteer position preferences include:

Events Short-term Projects Regular commitment

How many hours can you give? (Average: 2-3 hours/week) Weekly Monthly

When would you prefer to volunteer? (Check all that apply)

Weekdays: Morning Afternoon Evening

Weekends: Morning Afternoon

How did you hear about us? _____

Please list two references (not family members):

Name: _____ Name: _____

Relationship: _____ Relationship: _____

Phone: _____ Phone: _____

The following is a brief description of some of the volunteer opportunities offered at the Bridgman Public Library. Training is provided for all volunteer positions. Please put a check mark next to any of the areas that you would be interested in.

<input type="checkbox"/> Shelve books/library materials	<input type="checkbox"/> Read/organize book shelves
<input type="checkbox"/> Assist with craft preparation	<input type="checkbox"/> Carry out one-time projects
<input type="checkbox"/> Clean library shelves & materials	<input type="checkbox"/> Assist with children's programming

OTHER

If you have skills or interests not listed on this application, please feel free to discuss them with us in your personal interview. Let us know what you may be interested in.

Please sign below when you have read and understand this statement.

If this application is not completely filled out, you may not be considered for volunteer service with our library. Placements are made on the availability, skills and interests of the potential volunteer and the needs of the library. Applications are kept on file for one year.

I grant the library permission to obtain information from references, which I have approved. I certify that the statements made in this volunteer application are true and correct and have been given voluntarily. I understand that misrepresentation of any information may result in termination of my volunteer involvement.

I am volunteering my time for personal reasons. I understand that I will not be paid for my services as a volunteer and expect no compensation.

Applicant's signature _____ Date _____

If you are between 13 and 17 years of age, please have a parent/guardian sign below.
My son or daughter has my permission to serve as a volunteer at the Bridgman Public Library.
Parent/Guardian's signature _____ Date _____ (Required if applicant is under 18 years of age)

OFFICE USE ONLY: Placement _____ Date _____