BRIDGMAN PUBLIC LIBRARY VOLUNTEER OPPORTUNITIES ADOPTED 4-13-2010 Reviewed 5-9-2017 Updated 7-11-2024

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

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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

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Volunteer Program

Thank you for your interest in volunteer service for the Bridgman Public Library. Information contained in this form will be used to match your interests and abilities with available library volunteer opportunities. The Bridgman Library offers positions for adults and teens, aged 13 and over. There are options for events, short-term projects and regular weekly positions. We invite you to take a few moments to look through the choices described in this application. If there is some way that you feel you can contribute that was not mentioned, please feel free to include it.

Because everyone working in the library environment has close contact with children of all ages, all library volunteers are required to pass a background check. The information you provide in this application will be kept confidential.

Application

Please complete the application and mail it to: Volunteer Coordinator, Bridgman Public Library, 4460 Lake Street, Bridgman, MI 49106.

PLEASE PRINT

Name			Date			
	Last	First				
Address						
	Street		City		Zip Code	
Home Phone_		Work Phone		E-mail		
Library Card	Number					
I am at	least 18 year	s of age				
I am under 18 years of age, please provide Month and Year of Birth						
) Highest grade co				
Is this commu	nity service?	No	_Yes	Court Ordered	Other	
Do you have a If yes, please		library experience,	, volunteer o	r salaried?	No	

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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. Shelve books/library materials Read/organize book shelves Assist with craft preparation
Clean library shelves & materials
Carry out one-time projects
Assist with children's progra 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.

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Date

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

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.

OFFICE USE ONLY: Placement	Date

Parent/Guardian's signature

(Required if applicant is under 18 years of age)