

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.

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 Middle Initial

Address _____
Street City Zip Code

Home Phone _____ Work Phone _____ E-mail _____

Library Card Number _____

_____ I am at least 18 years of age

_____ I am under 18 years of age, please provide Month and Year of Birth ____/____

Education (if still in school) Highest grade completed _____

Emergency contact person _____ Relationship _____ Phone _____

Is this community service? _____ No _____ Yes _____ Court Ordered _____ Other

Do you have any previous library experience, volunteer or salaried? _____ Yes _____ No

If yes, please describe:

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	____Carry out one-time projects
____Clean library shelves & materials	____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 _____