

Leeds and the Thousand Islands Public Library

JOB DESCRIPTION VOLUNTEER

The library volunteer assists in the performance of library methods and procedures under the supervision of the CEO and the direct supervision of the librarian or any other assigned staff member. The library volunteer assists with library programs and delivery of services.

TASKS:

1. Placing books and other materials on the shelves.
2. Packing, unpacking and storing of materials and supplies.
3. Reading of shelves to keep material in proper order.
4. Dusting and cleaning of shelves, books and other materials
5. Helping with displays.
6. Keeping the library neat and in good order.
7. Preparing new books for shelves.
8. Helping with set-up, clean-up and assists with book sale.
9. Database management tasks as assigned by CEO.
10. Assists with inventory.

VOLUNTEER APPLICATION FORM

Name: _____

Address: _____

Phone: _____

Contact Person (in case of an emergency):

Phone : _____

1. List past work experience (including volunteer work). Highlight the experience which you feel might be applicable to library work.
2. List other skills and special knowledge you have which might be beneficial to the library.
3. Why are you interested in working at the Leeds and the Thousand Islands Public Library?
4. Are you interested in all aspects of library work? Are there some jobs you are not interested in?
5. Would you prefer to have a regular work schedule or work on special projects within a more flexible time frame?
6. Are there any days or times of day when you are not available?
7. How many hours per week/month would you have to give to the library?

REFERENCES:

1. Name _____

Phone: _____

2. Name : _____

Phone: _____

Volunteers at the Leeds and the Thousand Islands Public Library are as important to its function as any other members of the staff. Because we rely on our volunteers to enable us to provide the best service possible to the community, we ask that they commit to an agreed upon schedule and give reasonable notice if they are unable to report to work. Excessive absences make it difficult for us to work efficiently. If a volunteer finds that he/she must miss work frequently, the library may find it necessary to replace him/her.

Volunteers will be evaluated informally on a regular basis.

The Chief Executive Officer, with the librarian will determine the nature and scope of each volunteer's job in the library after the initial interview.

I HAVE READ THE ABOVE AND UNDERSTAND MY RESPONSIBILITIES AS A VOLUNTEER.

Signed: _____

Date : _____

Leeds and the Thousand Islands Public Library

VOLUNTEER POLICY

1. The Leeds and the Thousand Islands Public Library Board is committed to the utilization of all available resources to further its goals. It has been demonstrated that volunteers can enrich library services and inform the public about library services. Within an effectively managed programme, volunteers can perform tasks efficiently and responsibly.
2. Volunteers will only be used to enrich or expand library services, or to free skilled paid staff for other duties. Volunteers shall not be used to replace paid employees.
3. The Chief Executive Officer is responsible for selecting, interviewing, assigning, and terminating volunteers.
4. Each volunteer will have a specific paid staff member to whom he/she reports and with whom to discuss problems.
5. Each volunteer will be made aware of the Library's rules and expectations.
6. In the event of an opening for a paid position on the Library staff, volunteers who apply for the position will be evaluated on the same basis as all other applicants.
7. A volunteer will perform his/her duties in the Library in the presence of at least one paid staff member or one member of the Board.
8. When taking on the services of a volunteer or volunteers, the Library will take steps to ensure that appropriate coverage has been obtained for Worker=s Compensation and liability.
9. All volunteer applicants will be asked to complete an application form stating: date of application - name - address - telephone number - emergency contact days and times available - starting date - relevant education and/or experience interest and skills.
10. Each volunteer selected to perform duties at the library will be required to sign a Volunteer Application Form and will be provided with a volunteer job description.
11. Volunteers who do not adhere to the rules and procedures of the Library or fail to satisfactorily perform their volunteer assignments are subject to dismissal and may be asked to leave immediately.
12. The Library Board will, once a year, recognize the work performed by volunteers. The degree of recognition may be tied to number of hours volunteered.

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WAIVER FOR LIBRARY VOLUNTEERS

I, _____ acknowledge that I am over the age of 13 years of age and will provide services to the Leeds and the Thousand Islands Public Library on a volunteer basis wherein I will occupy the position of _____.

perform the following duties: _____

and report to the position of : _____

I understand that in performing the above stated duties I will not perform in any supervisory capacity.

I understand the foregoing services will be rendered without payment for same, nor will I be entitled to any benefits normally provided by the Leeds and the Thousand Islands Public Library.

Signature of Volunteer

Date

To be signed by parent/guardian if the volunteer is under the age of 16.

Signature of Parent/Guardian

Date

All confidential information acquired by you during your volunteer placement remains the property of the Leeds and the Thousand Islands Public Library and any private use by you of that information during your placement or thereafter is unlawful.

Personal information on this form is collected under the authority of the Municipal Act R.S.O., 1990 C.M45 and will be used to determine eligibility for employment.