

Volunteer Job Description

Branch Coordinator to checkmark the assigned tasks and provide training:

\_\_\_ shelving

\_\_\_ shelf reading/tidying

\_\_\_ book sale: set up, organization, packing up

\_\_\_computer training: providing public computer and internet lessons

\_\_\_ resource processing

\_\_\_special events

\_\_\_ parades

\_\_\_ lifting and moving: possible branch reorganization, recycling

\_\_\_ children’s program helper: assist with craft prep and delivery of program

\_\_\_ cleaning and dusting

\_\_\_ flyers and signs: require computer skills and creativity

\_\_\_ other: please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Volunteers will establish a schedule and give advance notice of absence from a shift
* Volunteers will complete a time sheet at the end of each shift and indicate the tasks performed
* Volunteers will receive training and orientation from Library Staff. This will include all mandated training under the Accessibility for Ontarians with Disabilities Act, and relevant health and safety training.

Signature of Volunteer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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