

For Library Use Only

Recvd \_\_\_\_\_

Contacted \_\_\_\_\_

## BUENA PARK LIBRARY ADULT VOLUNTEER APPLICATION

Thank you for your interest in volunteering for the Buena Park Library.  
Please complete this application and submit it to a library staff member.

**After evaluation of the application, qualified Applicants will be contacted by the Volunteer Coordinator for an interview.**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Work/Cell #: \_\_\_\_\_

**NOTE: The library does not accept court-appointed community service requests.**

What is your availability for volunteering (days and hours)? \_\_\_\_\_

How many hours per week or months can you commit to volunteering? \_\_\_\_\_

### VOLUNTEER INTEREST:

Adult Tutor

Computer Center Assistant

Duster

Guild Bookstore

Homework Help

Online Book Seller

Passport Photo Taker

Shelver/Shelf Reading

1) Please *describe* any experience you have related to the volunteer interest you selected and/or working in a library setting.

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2) State *why* you would like to volunteer at the Library.

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3) What languages (besides English) do you speak? \_\_\_\_\_

4) Have you ever applied at the Buena Park Library before? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, when? \_\_\_\_\_

**Agreement:** I have read the job descriptions and will do the tasks listed on the jobs I have checked. I will commit to the attendance of Volunteer Orientation/Training and commit myself to no less than three months volunteer work or a total of at least 24 hours within those 3 months. To regard my assignment as a serious commitment, respect confidentiality, and abide by the policies of the Buena Park Library. I also agree to maintain communication with the assigned Librarian regarding my assignment and request clarification when necessary.

**Release of Liability:** I am aware that my participation as a volunteer for the Buena Park Library is strictly volunteer and I hereby agree to indemnify and hold harmless the Library and any of its employees from any liability or claim or action for damages resulting from, or in any way arising out of my participation in the Volunteer Program.

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

\_\_\_\_\_  
Date

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### **VOLUNTEER JOB DESCRIPTIONS**

**Adult Tutor-** Share your love of reading and learn new skills. You will meet one-on-one with an adult learner. Meet great people from different cultures and places. Face challenges and learn how to overcome them. Develop (or grow!) a passion for learning and teaching others. Create real and meaningful change in your own community. Gain great experience that can be applied in multiple job fields. **Flexibility, patience, and sensitivity are critical!**

**Computer Center Assistant-** Assists patrons in our Computer Center with a variety of computer-related tasks including, but not limited to, one-on-one computer instruction, technical troubleshooting, and help with printer operation. Would also assist patrons in reserving and logging onto computer terminals. **Should have proficient knowledge in computers and should enjoy working with the public.**

**Duster-** Responsible for dusting and maintaining the overall order and appearance of Library shelves.

**Guild Bookstore-** Staffs the desk for the Library Guild Bookstore during regularly assigned shifts. Sells used books and refreshments in the store, with profits benefiting the Library's programs and materials budget. Members of the Library Guild will train and schedule shifts for all bookstore volunteers.

**Homework Help-** Each session will vary slightly depending on the students' needs. You will be working with 1st through 6th graders. Some of the activities might be; homeworiking through tough assignments, learning how to apply new skills through structured skill practice, developing better study habits and positive attitudes that can inspire greater success at homework time (and in the classroom) every day.

**Online Book Seller-** Responsible for sorting and pricing book donations, then posting them for sale online (with profits benefiting the Library's programs and materials budget). Should have experience selling items on sites such as eBay, Amazon Marketplace, etc.

**Passport Photo Taker-** is an enthusiastic individual that works well with all ages. They are friendly and they exceed in their customer service. They will volunteering in the Passport Office.

**Shelver/Shelf Reading-** Shelves Library materials and does shelf-reading (making sure that items are in proper alphabetical or numerical order) in order to ensure that materials are where they belong. Also straightens shelves so books look neat and appealing to patrons.