



Hedberg Public Library

Janesville, WI

VOLUNTEER APPLICATION FORM

Today's Date _____

Full Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Date of Birth: _____

(year optional)

Library card number: _____

E-mail address: _____

Education: H.S. graduate or equivalent? Yes No

College (circle last year completed): 1 2 3 4 5 or more

Have you ever been convicted of any violations of the law other than minor traffic violations? Yes No

If yes, please explain: _____

Are you applying to satisfy community service hours? ____ Yes ____ No

How did you hear about us? _____

Thank you for your interest in volunteering at Hedberg Public Library. You will be contacted for an interview if there is a position open matching your skills and qualifications. If there is not a suitable match at this time, you will be notified and your application will be filed for future reference.

Please note that a background check will be done for everyone 18 years or older.

Volunteer Positions

Please check any volunteer task(s) that you are interested in below.

*Options for volunteers under 18 years of age.

- * Children's Programs: Assist children with crafts and activities under the direction of library staff at various programs throughout the year. Must be in grade 6-12.
- * Summer Library Program: Interact with children of all ages as they check in for the summer reading program. Training session required. Must be in grade 7-12 or older.
- * Summer Lunch Program: Greet lunch participants and help library staff with outdoor games for children. Must be in grade 9-12 or older.
- * Bilingual Spanish Programs: Greet guest, help with crafts, serve food. 2-4 hours per event. Lift, carry and reach. Minimum of high school level 4 Spanish.

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- Data Entry: Enter data into online database. 1 hour per week. Accurate keyboarding skills.
- Ground Floor: Operate Ground Floor. Cashier, stock, maintain friendly atmosphere. 2-3 hour shifts. Lifting and/or carrying up to 10 lbs., reaching, and frequent standing.
- Ground Floor Closer: Operate Ground Floor and close as scheduled. Cashier, stock, maintain friendly atmosphere. Additional closing duties assigned. 2-3 hour shifts on weekday evenings and /or weekend afternoons. Lifting and carrying up to 10 lbs., reaching and frequent standing.
- Materials Delivery: select, deliver and return materials to homebound patrons. Valid license and insurance required. Computer and library collection knowledge helpful. Ability to successfully interact with older and/or persons with disabilities. Reaching, standing, lifting and carrying.
- Reference: clip, label, copy, file, variety of tasks as needed. May work with local history materials. 1-3 hours per week. Lifting, walking, reaching, carrying, sitting, standing. Ability to read, count, follow directions.
- Shelf Reader: Maintain shelf order, check for damage or mislabels, and straighten. Minimum 1 hour per week. Lift up to 10 lbs., reaching, standing and walking. Alphabetize, use Dewey Decimal system.