



# 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: Work a regular shift at the Libraries Rock Station, promoting the electronic summer reading program to people of all ages, showing them how to enroll, and awarding them their prizes. Training session required. Must be an adult or a teen who has completed grade 8 - 12.
- \* 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.