

Volunteer Application

Contribute Your Time and Your Talents

Monroe County Public Library is fortunate to have volunteers who contribute their time, talent and energy to the library for a variety of long-term and short-term commitments ranging from working in our Teen, and Digital Center, to Volunteers in Teaching Adult Learners (VITAL), to the Friends of the Library Bookstore, to maintenance of our collection, and many other tasks or activities.

If you are interested in volunteering, please complete an application. As opportunities arise that match your interests and availability, we will contact you. Volunteer opportunities are available for a couple of hours each week, or even each month. If you have questions about volunteering, please call the Library's Volunteer Coordinator, Sue Sater, at 812-349-3050, or come to the 3rd floor Administration Office.

First Name *

Last Name *

Email *

Phone (home)

Phone (cell)

Preferred contact method

Address

City

Zip code

Emergency Contact (Name)

Emergency

Work or Volunteer Experience

Have you ever worked in a library?

?
Yes

?
No

How did you learn about this volunteer opportunity?

- ? Library website
- ? Library staff
- ? Other

Please indicate if you have computer experience with any of the following

- ? eBay
- ? Excel
- ? Microsoft Word
- ? Other

Do you currently work in a bookstore or for a book dealer?

- ? Yes
- ? No

If yes, please explain

Do you have any special needs or work restrictions?

- ? Yes
- ? No

If yes, please explain

Availability

Choose all the times you are available to volunteer NOTE: Volunteer needs vary by department. Set schedules may or may not apply.

	Morning	Afternoon	Evening
Monday	?	?	?
Tuesday	?	?	?
Wednesday	?	?	?
Thursday	?	?	?
Friday	?	?	
Saturday	?	?	
Sunday		?	

Are there any times you cannot volunteer?

Areas of Interest in the Library

Administration - Volunteers provide clerical assistance.
Children's Services - Volunteers supervise the Learn and Play Space, assist with programs and help maintain the collection.
Community Access Television Services (CATS) - After completing training, volunteers will assist staff with electronic equipment in CATS Master Control and Dub Rooms. Volunteers will also serve as department receptionist/twitchboard operators, and monitor the audio and video signals of the CATS network.
Ellettsville Branch - Volunteers help keep library shelves in order (training required), assist with library programs, clean materials and/or grounds.
Facilities - Volunteers assist with maintenance and cleaning. Friends of the Library Bookstore: Possible volunteer positions include straightening shelves, working as a cashier and boxing books.
Homebound Delivery - Volunteers select materials for and deliver to the same pre-assigned homebound patron each month.

Level Up - Volunteer to help with or lead a Level Up program.
Literacy Tutoring for Adults (VITAL) - VITAL welcomes volunteers to assist with: adult basic literacy and ESL tutoring, English conversation groups, office assistance and fundraising. No experience is required, training will be provided.
Teen Services - Be a teen tech volunteer, Math Homework Help tutor or mentor program volunteer.

Most interested

Administration	?
Children's Services	?
Community Access Television Services (CATS)	?
Ellettsville Branch	?
Facilities	?
Friends of the Library Bookstore	?
Homebound Delivery	?
Level Up	?
Literacy Tutoring for Adults (VITAL)	?
Teen Services	?
Other	?
Other (please describe)	_____
Additional Level Up Services Question	<div style="border: 1px solid black; padding: 5px;"> <p>Skills or Interests _____</p> <p>Please indicate special skills or interests you would like to share.</p> </div>

Most interested

Additional
Tutor
Volunteer
Questions

Gender *

?
Male

?
Female

Education/Training

How long will you be able to tutor?

- None -

Additional
Teen
Services
Question

How would you like to volunteer in Teen Services?

?
Teen Volunteer (for 12-19 year olds)

?
Math Homework Help Tutor (minimum 19 years old, math/science skills necessary, prior t

?
Mentor Teens in the Ground Floor (minimum age 20)

Why do you want to volunteer?

?
To get work experience

?
To reduce overdue fines

?
Community involvement

?
Class requirement

?
Court ordered community service

For Minors (Teens Under 18)

Parent name and email address required as a form of consent for teens under 18 to volunteer.

Parent/Guardian Name

Parent/Guardian Email

What grade are you in?

- None -

Have you ever been convicted of a crime?

The library conducts background checks relevant to the responsibilities of the volunteer position assignment.

?
Yes

?
No

If so, please explain the circumstances of your conviction.

Please note that the existence of a conviction record will not necessarily bar a volunteer applicant's acceptance in the library volunteer program. Please verify that you do not have a history of *serious criminal action* and that you *do not engage in behavior* that might *jeopardize your safety* or that *of others*.

I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my offer to volunteer. I understand that any omission or falsely answered statements made by me on this application, or in any supplemental information, will be sufficient cause for failure to be placed, or for my discharge, should I become a volunteer with Monroe County Public Library.

?

I agree

Check the box if you agree to the above statement. Acceptance of this application does not guarantee that you will be placed as a volunteer.

Submit

Updated September 12, 2016