

OLATHE PUBLIC LIBRARY VOLUNTEER APPLICATION

Welcome! Thank you for your interest in volunteering at the Olathe Public Library. Volunteers are a vital part of the library. In 2015, 509 volunteers worked a remarkable 12,384 hours!

OPL volunteers provide a variety of support to the library. Please take a moment to read over the job descriptions (below) before filling out your volunteer application (attached).

Please note: Court mandated community service cannot be completed at the Olathe Public Library.

Volunteers must be at least 13-years-old or in eighth grade (if it is the summer, students going into the eighth grade will be accepted). Children second grade or older may volunteer with an adult as a family volunteer. No more than 2 children volunteers per adult, please.

VOLUNTEER JOB DESCRIPTIONS**Materials Shelver**

Position Overview: Help restock or shelves with returned materials and keep them neat

Job responsibilities may include:

- Returning materials (books/audios/DVDs) to their assigned shelf locations
- Checking order of shelved items for accuracy
- Shifting materials to make room for additional items
- Straightening items on shelves
- Cleaning item covers

Required skills include:

- Attention to detail/precision
- Ability to put items in alphabetical or numerical order quickly and accurately
- Ability to bend, stoop and lift, stand for extended periods of time and push a loaded book cart
- Ability to read fine print on spines

Time Commitment: Two hours a week with a minimum commitment of 15 hours.

Holds Assistant

Position Overview: Help manage requested items (referred to as “holds”) by library customers

Job responsibilities may include:

- Pulling items to fill holds
- Shelving customer holds to the reserve shelves
- Sorting holds for other libraries to the appropriate routing tub
- Pulling expired holds from the reserve shelves

Required skills include:

- Attention to detail/precision
- Ability to put items in alphabetical order quickly and accurately
- Ability to bend, stoop and lift, stand for extended periods of time and push a loaded book cart
- Ability to read fine print on spines
- Ability to maintain customer confidentiality

Time Commitment: Two hours a week with a minimum commitment of 15 hours. Holds assistants are needed Monday through Saturday mornings and early afternoons only.

Book Sale Worker

Position Overview: Help the Friends with one of their biggest fundraisers – work during a book sale. There are a couple of different ways to help.

Book Sale Materials Mover (Morning of Sale)

Job responsibilities may include:

- Loading boxes of materials into the library van and transporting them between locations
- Placing genre-marked boxes on tables with corresponding signage

Required skills include:

- Ability to bend, stoop and lift, stand for extended periods of time and navigate a loaded two-wheeler
- Ability to lift and move heavy boxes of materials

Set-Up Crew (Morning of Sale)

Job responsibilities may include:

- Removing materials from boxes and placing them in flats on the table

Required skills include:

- Ability to work quickly and efficiently
- Ability to bend, stoop and lift, stand for extended periods of time

Pricer (During the Sale)

Job responsibilities may include:

- Locating prices on materials and/or referring to pricing sheet provided
- Adding and recording customers' purchases and directing customers to the cashier

Required skills include:

- Ability to work quickly and efficiently
- Basic arithmetic skills
- Friendliness!

Clean-up Crew (End of Sale/After)

Job responsibilities may include:

- Consolidating materials
- Removing and transporting unsold materials
- Taking down empty tables
- Transporting materials

Required skills include:

- Ability to work quickly and efficiently
- Ability to bend, stoop and lift and stand for extended periods of time
- Ability to lift and move heavy boxes of materials

Time Commitment: A few hours to a whole day. Remaining 2016 Book Sale Dates: October 7 - 9, and December 9 – 11.

Computer Class Assistant

Position Overview: Help teach drop-in computer help classes.

Job responsibilities may include:

- Helping customers get started with online learning programs
- Answering basic computer/software/Internet related questions
- Providing encouragement and support to technology learners of all levels

Required skills include:

- Working knowledge of Microsoft Word, Search Engines (Google) and YouTube
- Friendly, helpful demeanor
- An “up for anything” attitude
- Ability to teach one-on-one (preferred)

Time Commitment: Two hours for each class with a minimum commitment of 15 hours. Classes are held twice monthly at each Olathe location.

Genealogy Volunteer

Position Overview: Provide help to customers using *Ancestry.com* during specified library programs.

Job responsibilities may include:

- Assist customers with the library’s *Ancestry.com* database
- Assist with other genealogy questions

Required skills include:

- Basic computer and Internet skills
- Working knowledge of genealogy and *Ancestry.com*
- Interest in helping people
- Friendly, helpful demeanor

Time Commitment: Program dates and times vary.

Library to You Assistant

Position Overview: Provide and deliver library materials to Olathe residents who are unable to come to the library or have their materials delivered to them by family or friends.

Job responsibilities may include:

- Pick up pre-selected materials which the resident has requested. Once you are comfortable with the process, you will refer to an interest list completed by the individuals, select the materials from the library shelves and check them out on the individual’s library card prior to delivery.
- Deliver the items to the individuals at their facility during a scheduled time. At the same time pick up the items delivered the previous month and return them to the library for check-in.
- Submit hold requests to Linda Bond.
- Monitor communication about due dates, holds, etc. via an assigned email account.

Required skills include:

- Interest in serving the needs of individuals in care facilities and/or private residences.
- Possess a valid driver’s license, proof of insurance and able to drive your own car. (Mileage expenses are tax-deductible as a charitable donation.)
- Enjoy meeting new people, providing vital friendship contact and library service to individuals.
- Demonstrate an attitude that is positive, cheerful, enthusiastic and patient.
- Capable of lifting book bags of up to 10 pounds each.
- Pass a background check paid by the library.
- Sign a volunteer Agreement to Maintain Confidentiality form.

Time Commitment: Approximately once a month, depending on your availability and the facility. Three -four hours each month, depending on the number of individuals you are visiting. On your initial visit you will be accompanied by a staff member to meet the individuals in their place of residence and the facility director.