

Warminster Township Free Library Volunteer Application

Thank you for your interest in volunteering at the Warminster Township Free Library. We have various opportunities for volunteering, from weekly shifts to short-term program assistance.

To join our team of Library-loving volunteers, you should:

- Be over 18 years old. (Teen volunteers please use the [Teen Volunteer Application](#) and talk to Miss Ann or Miss Katy)
- Be available to volunteer at least 1-2 hours/week for at least 4-6 months (see below for short-term opportunities)
- Have the ability to work alone or with others (staff, volunteers, patrons)
- Obtain Child Abuse Clearance (www.compass.state.pa.us/cwis/public/home) and Criminal Record Check (epatch.state.pa.us/Home.jsp click Volunteers Only Record Check)
- Specific areas of volunteering may have other requirements

Volunteer Opportunities

These are the areas in which we need volunteers. Duties listed are examples. Other tasks may be available or necessary.

- **Library Helper**

Generally keep the library tidy. Clean tables, chairs, other surfaces, youth toys. Dust and straighten shelves. Straighten furniture. Could also clear trash and debris from outside the building or tend gardens. Tidy staff break areas. Cut and/or fold brochures and other library information pamphlets. This is a weekly, regular shift of 1-2 hours.

Requirements: Continuously standing and moving for 1-2 hours. Reaching, bending, picking up materials. Successfully complete the Warminster Library Dewey Decimal Test.

- **Collection Helper**

Assist in morning delivery by unpacking and sorting items for check-in. Shelf read collections to maintain Dewey order. Shift collections for optimal space allocation. This is a weekly, regular shift of 1-2 hours.

Requirements: Attention to detail. Ability to lift 25 lbs. Continuously standing and moving for 1-2 hours Successfully complete the Warminster Library Dewey Decimal Test and sort items into alphabetical and numerical order.

- **Youth Program & Storytime Helper**

Assist Youth Librarian in storytimes and other programs. Prep for crafts (including cutting, folding and other repetitive tasks), set up crafts, assist young patrons with crafts during programs, sit in storytimes to help with overactive children or inattentive caregivers.

Requirements: Attention to detail. Likes helping, talking, and engaging with children and their caregivers. Ability to work independently on repetitive tasks.

- **Special Events Helper**

Help staff prepare for programs. Set chairs and tables, prepare crafts, etc. Day of program greet and assist patrons with finding seats or information. Distribute handouts or evaluation surveys. Help breakdown and tidy program area. These are short-term or one time opportunities.

During the Summer Reading Program (SRP) months, this also includes shifts at the children's SRP reading log station.

Requirements: Attention to detail. Continuously standing and moving for 2-4 hours. Ability to lift 25 lbs. (chairs and tables or other). Likes helping, talking, and engaging with people and children.

Warminster Township Free Library Volunteer Application

Date: _____

Name: _____

Address: _____

Best phone: _____ Email: _____

Birth Date: _____

Emergency Contact: _____ Best Phone: _____

Availability:

Monday Tuesday Wednesday Thursday Friday

Morning (9-11) Afternoon (2-5) Evening (5-7)

Can we contact you on short notice? Yes No

I would like to be a:

- Library Helper** (available most of the above times)
- Collection Helper** (available mornings)
- Youth Program & Storytime Helper** (availability varies)
- Special Events Helper** (availability is program dependent)

Please return completed form to the Warminster Township Free Library, attention Adrienne Rusinko.

WE 
VOLUNTEERS

Volunteers don't get paid, not because they're worthless, but because they're priceless.

Library Use Only

Contacted: _____

Checks received: CR CA

Activity: LH CH YP/SH SEH

Notes: