

**VOLUNTEER OPPORTUNITIES
@ ST JOSEPH COUNTY PUBLIC LIBRARY**

Below are a number of volunteer opportunities that may be available at SJCPL. The descriptions provide possible activities related to the jobs. Please let us know what you might like to assist with. Training is provided as needed. Volunteers working in Homebound or with children will need to pass a background check and drug screening.

Shelf Maintenance (General)

Do you have good attention to detail? Is your motto “A place for everything, and everything in its place?” Shelf Maintainers make sure materials are in the proper order on the shelves. They also make sure items are straight, shift as needed to relieve overcrowding, pull damaged materials, dust as needed, etc.

Materials Maintenance (Books)

Sort book carts into Dewey or alphabetic order for the shelveers, clean or re-cover soiled books, shelve rough-sorted items such as paperbacks or picture books. Working from a list, pull books for weeding review.

Shelf Maintenance (Magazines/Newspapers/Fiction)

Sort and/or shelve, straighten, and weed magazines. Reorganize magazine boxes. Pull old newspapers and keep shelves tidy. Working from a list, pull magazines, newspapers, fiction books and paperbacks for weeding review.

Shelf Maintenance (AV)

Sort and shelve DVDs and CDs. Clean CDs and DVDs and inspect for damage. Working from a list, pull DVDs, CDs, etc. for weeding review.

Withdrawals

Help us keep us up-to-date and uncrowded. Stamp, delete, and box items designated for withdrawal.

Display Maintenance

Assist with creating and/or maintaining displays that highlight various Library collections and programs.

Library Ambassador

Greet patrons as they come into the Library. Assist with self-check and self-return. Answer basic directional questions.

Computers

Assist patrons with basic computer questions (e.g. how to logon, what to do with a ‘frozen’ computer, how to upload a photo to Facebook). Assist with basic Pharos monitoring. Assist with print management.

Green Thumb Assistant

If you enjoy working out of doors with plants and have a basic knowledge of gardening and care of perennials, this is the volunteer position for you.

Program Assistance

Assist with craft preparation and Summer Reading preparation, registration, progress recording, prize distribution. Bilingual storytime assistant.

Homebound Delivery

Do you enjoy meeting new people? Homebound volunteers are needed to select library materials, deliver to homebound clients, pick up the materials and return to the library. Requires 1-2 hours per month. Substitute drivers are also needed. (See separate Literacy & Outreach volunteer description for a complete list of opportunities.)

General Clerical Assistance

Filing, Typing, Data Entry.

Local & Family History Assistant

Are you interested in local or family history? Would you like to contribute your talents to a place whose mission is to preserve history and make it available? (See separate Local & Family History volunteer description for a description of volunteer opportunities.)

Special Events

If you are good at working with a diverse population and don't wish to work a regular, weekly schedule, you may be interested in volunteering a few hours a year for special projects like Science Alive, Open Book, Summer Film Series, community outreach events, or other special programs and events.

Book Sale

If you are a member of the Friends of the Library, you may volunteer to set up several yearly book sales; assist the public at the sales by greeting customers, carry out purchases, straighten books on tables, tally customers who are ready to check out; clean up after the sale; and assist with special projects. Help is needed on "an occasional" basis.

Help With Anything and Everything!

It all sounds good. I'm open.



St. Joseph County Public Library

www.libraryforlife.org