

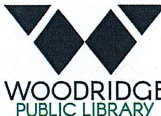
Volunteer Information

Woodridge Public Library offers various volunteer opportunities. Our volunteers work at many different tasks and levels that make it possible for the Library to provide better services to our patrons and to the community.

If you are interested in becoming a volunteer, please complete the application and return it to the Circulation Desk or submit it via email to volunteer@woodridgelibrary.org. Volunteer positions will be filled based on Library's need, education, interest, availability, and experience appropriate for the specific position. All volunteer applications will remain on file for one year.

Please **Do Not** call to check on the status of your application, we will contact you if we have an open position.

Volunteer Application



Date: _____

Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work or Cell Phone	
E-Mail Address	

Availability

The Library is Open Monday through Friday 9 AM to 9 PM, Saturday 9 AM to 5PM, and Sunday, 1PM to 5PM. Please indicate the days and hours you are available to volunteer.

<input type="checkbox"/> Monday Hours:	_____	<input type="checkbox"/> Friday Hours:	_____
<input type="checkbox"/> Tuesday Hours:	_____	<input type="checkbox"/> Saturday Hours:	_____
<input type="checkbox"/> Wednesday Hours:	_____	<input type="checkbox"/> Sunday Hours:	_____
<input type="checkbox"/> Thursday Hours:	_____		

Are you interested in working: ☐ a regular shift ☐ occasionally when needed ☐ either

***Please note that court-appointed community service volunteers are not used by the library.**

Reason for Seeking a Volunteer Opportunity

Please briefly describe your interest in volunteering:

Please briefly describe your interest in volunteering:

Interests

Tell us in which areas you are interested in volunteering:

- ☐ Pulling materials from the shelves
- ☐ Delivering materials to patrons
- ☐ Cleaning and grounds maintenance
- ☐ Maintaining the book sale
- ☐ Helping at Library events

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

Are you fluent in any foreign language? Yes ☐
No ☐ (If yes what language)

Are you computer literate? Yes ☐ No ☐

Previous Volunteer Experience

Summarize your previous volunteer experience:

Reference

Name and Title:

Contact Phone Number:

Our Policy

A criminal information background check is required for all adult volunteers prior to acceptance for volunteer services.

Volunteers are responsible for maintaining the confidentiality of all proprietary or private information whether this information involves Library staff or patrons.

The Library reserves the right to evaluate the placement of performance of a volunteer and to make changes as necessary, including termination of the volunteer's work. Please read the following agreement before signing.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I attest that my attendance and involvement in activities for the Woodridge Public Library are voluntary. I agree to keep confidential all proprietary or private information whether this information involves Library staff, patrons or other volunteers.

Name (printed)

Signature

Date