

## **VOLUNTEER OPPORTUNITIES AT BAINBRIDGE LIBRARY**

### **Circulation volunteer:**

Calls patrons about holds. Must interview with the Assistant Head of Circulation who trains qualified volunteers on confidentiality and privacy policies.

Time Commitment: 1 to 2 hours weekly.

### **Book sale volunteer:**

Helps with set up of used book sales. May also work a shift at a book sale.

Book sales are held two times a year.

Time Commitment: 2 or 3 hours before each sale; and/or 3-hour shift at sale.

### **Friends of the Bainbridge Library:**

Volunteers who raise money and sponsor various library events and projects. Positions are open for a fund-raiser for this organization and a programmer for adults.

Time Commitment: 1 1/2 hours for monthly meeting.

### **Receptionist:**

Seeking someone who will answer the phone and direct calls to circulation, reference, or registration (for programs). Removes the “new” stickers from books coming off the New Arrival shelves. Stickers new collections, like the forthcoming Young Adult Non-fiction collection. Uses Ellison machine to cut out bookmarks. Washes “dirty” books. Must interview with the head of circulation who will also conduct training.

Time Commitment: 4-hour shift—weekly, semi-weekly, or monthly.

### **Display case volunteer:**

Looking for someone from the community who can find interesting, non-commercial items for the library lobby display case. Displays change monthly.

The assistant head of circulation will train.

Time Commitment: 1 or 2 hours monthly.

## **VOLUNTEER OPPORTUNITIES AT CHARDON LIBRARY**

### **Genealogy Volunteer:**

Works on newspaper indexing and local history projects under the direction of our Genealogist.

Time Commitment: Flexible; 1-2 hours weekly or monthly.

### **Circulation Volunteer:**

Calls patrons about holds. Must interview with the Head of Circulation and will be trained on confidentiality and privacy policies.

Time Commitment: Flexible; 1-2 hours weekly or monthly

### **Chardon Friends of the Library Book Sale Volunteer:**

Helps with the set up and take down of book sales or staffs a shift at the book sale. Book Sales are held 3 times a year. Help is also needed through out the year to sort donations and place books on an on going sale shelf in the library.

Time Commitment: 3 times per year for 2 hours per sale.

### **Youth Services Volunteer:**

Assists with programs by helping children check in for school age programs and being a helper for the presenter with large programs. May assist in preparing material for crafts or displays.

Time Commitment: 2 hours once per month.

### **Adult Services Programming Volunteer:**

Assists the Head of Adult Services in planning and promoting programs of interest to adults. May take responsibility for implementing a program under the supervision of the Head of Adult Services.

Time Commitment: 2 hours once per month.

## **Adult Volunteer Opportunities at Geauga West Library**

### **Circulation Volunteer**

Calls patrons about holds.

Time Commitment – One hour weekly, bi-weekly, flexible

### **Adult Services Programming Volunteer**

Assists Head of Adult Services with publicity for programs.

Time Commitment – whatever time needed to produce once a month program alert to local papers.

### **Books in a Bag Volunteer**

Assists Youth Services staff with keeping our themed books for children's display filled.

Time Commitment – One to two hours weekly, flexible

### **Rotation Volunteer**

Assists Circulation staff by checking in and shelving items from large AV rotations.

Time Commitment – once or twice a month, depending on rotation schedule, for a couple of hours.

## **VOLUNTEER OPPORTUNITIES AT MIDDLEFIELD LIBRARY**

### **Circulation Volunteer:**

Calls patrons about holds. Must interview with the Head of Circulation and will be trained on confidentiality and privacy policies.

Time Commitment: Flexible; 1-2 hours weekly or monthly

### **East Geauga Friends of the Library Book Sale Volunteer:**

Helps with staffing a shift in the book sale room. Help is also needed through out the year to sort donations and place books on the sale shelves.

Time Commitment: 1 shift is approximately 4 hours weekly.

### **Youth Services Volunteer:**

Assists with programs by helping children check in for school age programs and being a helper for the presenter with large programs. May assist in preparing material for crafts or displays.

Time Commitment: 2 hours once per month.

### **Themed Bags of Books Volunteer:**

Assists the Youth Services department by creating bags of 4-5 juvenile books all centered around one theme, which are available for check-out.

Time Commitment: Flexible; 1-2 hours weekly or monthly.

### **Shelf-Reading Volunteer:**

Adopts a section of the library, such as picture books or paperbacks, and assists in keeping that section in alphabetical or numerical order.

Time Commitment: Flexible; 1-2 hours weekly or montly.

## **Bookmobile Volunteer Opportunities**

### **Circulation Volunteer:**

Checks in bags of books returned on the Bookmobile or in delivery. Time commitment: 1 to 2 hours daily, flexible.

### **Homebound Delivery:**

Selects, checks out, and delivers books and other library materials to homebound patrons. Time commitment: once every three weeks or as needed.

### **Homebound Program Coordinator:**

Coordinates matching homebound patrons with homebound volunteers. Keeps office records for the program. Time commitment: 4-8 hours per week.

### **Amish Book Delivery:**

Picks up and delivers crates of books to an Amish school once a month between September and April.

### **Booksale Volunteer:**

Helps with the annual booksale at the Geauga County Fair. Time commitment: Labor Day weekend, flexible.