VOLUNTEER APPLICATION

Date: ____________________________

Name: ____________________________

Address: ____________________________

Phone: ____________________________

Email: ____________________________

Please check areas of interest and experience.

Collection and Materials
- Patron Services, Circulation Desk
  - Interest
  - Experience
- Shelf books, magazines, etc.
  - Interest
  - Experience
- Materials Prep: Cover books
  - Interest
  - Experience
- Materials Prep: Enter digital records
  - Interest
  - Experience

Administrative Tasks
- Help prepare reports and statistics
  - Interest
  - Experience
- Online record keeping
  - Interest
  - Experience
- Order materials & supplies
  - Interest
  - Experience
- Assist with grant writing
  - Interest
  - Experience
- Prepare mailings
  - Interest
  - Experience

Programming
- Assist with Children’s Story Time
  - Interest
  - Experience
- Teach computer skills
  - Interest
  - Experience
- Help with event set up/take down
  - Interest
  - Experience
- Share a skill or hobby _____________________
- Teach a class or workshop _____________________

Community Outreach
- Social media work
  - Interest
  - Experience
- Website maintenance and upkeep
  - Interest
  - Experience
- Write articles
  - Interest
  - Experience

Facilities Maintenance
- Light cleaning
  - Interest
  - Experience
- Deep cleaning once a year
  - Interest
  - Experience
- Yard work
  - Interest
  - Experience

If you have volunteered before, please list places and describe work activities on the back.

Return this form to the Circulation Desk or mail to:
Millinocket Memorial Library
5 Maine Avenue
Millinocket, ME 04462

Check days you prefer to volunteer:
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Check times you prefer to volunteer:
- Morning
- Afternoon
- Evening

# hours/week you’d like to volunteer: ________

How often would you like to volunteer?
- Once a week
- 2 or more times per week
- Occasionally

Please check position(s) you’d like to apply for:
- Patron Services Specialist is responsible for providing an excellent customer experience for all visitors.
- Materials Specialist will perform the variety of tasks necessary to facilitate the flow of materials in and out of the library.
- Administrative Specialist will assist the Library Director with administrative tasks in the areas of data reporting, finance, fundraising, and general office work.
- Children’s Room Specialist will provide library services to children and their parents or caregivers, including assisting with programmed activities.
- Custodial Specialist will ensure that the library looks clean and inviting.

Please see attached Background Check form.

Please bring the names and contact information for two references, at least one professional, when you come in for your interview.

Thanks for your interest!
BACKGROUND CHECK

It is the policy of the Millinocket Memorial Library of Millinocket to conduct background checks on all potential volunteers. Volunteering with the Library is contingent on the results of such checks. In order to conduct the check, birth date is required. Please provide us with your birth date, sign the waiver, and return to the Library Circulation Desk.

Full Name: ________________________________  Birth Date: ____________

Any other name used (including maiden name): ____________________________

I understand that the above information, which I have voluntarily provided, will be used solely for the purpose of a background check. It will not be used for any other reason until such time as I become a Library Volunteer.

Signature: ________________________________  Date: ________________
Applicant Name:__________________________________________

Reference 1

Name:__________________________________________
Phone:__________________________________________
Relationship to Applicant:__________________________

Reference 2

Name:__________________________________________
Phone:__________________________________________
Relationship to Applicant:__________________________

Please note that one of the above references should be a professional or volunteer reference.

____________________
Staff use:

Date reference #1 checked:
Date reference #2 checked:

Notes: