



Adult Volunteer Job Descriptions

Volunteer Coordinator

Schedules and manages volunteers.

Grounds

Periodically walk the grounds and clean/neaten, water and care for any indoor plants.

Special Events

Assist during special events. Duties will be varied and depend on the needs of each event.

Summer Reading Assistant

Assist with programming, decorating and program management for all ages

Fundraising

Identify grant and other funding opportunities available to the Friends and complete/manage applications as well as investigate, develop and initiate fundraising campaigns. Maintain federal and state requirements for grant eligibility.

Book Sale Assistants

Maintain permanent book sale. Process donations for sale.

Collection Maintenance

Maintain shelves by dusting, straightening and general building tidying.

Book Club Facilitator

Lead existing book club by selecting titles, coordinating with librarian to obtain copies, prepare discussion questions, and facilitate discussion. Additional book clubs may be considered.



Adult Volunteer Agreement

I understand that I am a Volunteer for the Altoona Public Library. As a volunteer, I understand that I will not be compensated (financially, or in any other manner) for my volunteer time. I further understand that I am not an employee of Altoona Public Library or the City of Altoona and I am not entitled to any benefits that are provided to employees of the City. I further understand that should I apply for future job openings, the Library or City is under no obligation to hire me.

I understand that my volunteer service may be terminated at any time and for any reason by myself or the library administration, with or without notice. As a library volunteer, I will try and provide a minimum of 2 weeks' notice to the library staff to end my volunteer service.

As a volunteer, I understand that I am under no obligation to perform duties that I feel may be outside the scope of my physical abilities or which I consider hazardous to my health or well-being. The Altoona Public Library, the City of Altoona, and the Friends of the Library are not responsible for any injuries I may sustain while volunteering.

As a library volunteer, I am considered a library advocate and supporter and I agree to perform my volunteer duties in a professional and creditable manner and act in the best interests of the Altoona Public Library and under the direction of the library administration.

Adult volunteers must be 18 years of age or older

All adult volunteers are required to complete a criminal background check

Adult volunteers will be current members of the Friends of the Library

Volunteer positions may be reassigned based on Library needs

Volunteers will not utilize volunteer time to sell merchandise or promote a business.

Volunteers will be held to the same level of professionalism, confidentiality, and behavior as paid employees.

Volunteers will wear a nametag at all times during volunteer shifts.

I agree that I have reviewed and agree to the conditions listed in the Adult Volunteer Job Description and Adult Volunteer Agreement.

Volunteer Name

Date

Kim Kietzman, Library Director

Date

Friends of the Library Representative

Date