

# Volunteer Program Youth Volunteer Program Information

## Who is eligible to volunteer at the Iowa City Public Library?

- Students in grades 4-6 participate in the Youth Volunteer Program (see ★ below).
- Young Adults (grades 7 and up) and Adults participate in the Volunteer Program.

## What kinds of volunteer jobs are available for Young Adults and Adults?

- Regular, ongoing jobs.
- On-call jobs, for example, we'll call you for Children's Day, or other projects or events.
- The Library's needs vary throughout the year. Volunteer Program staff can provide job descriptions for current volunteer openings. Volunteer jobs might include:
  - ✓ Checking in Library materials.
  - ✓ Cleaning and inspecting the Library's videotape collection.
  - ✓ Helping with a Library program.

Check for listing of current volunteer job openings at [www.icgov.org/volunteer](http://www.icgov.org/volunteer)

## What is the time commitment?

- Regular, ongoing jobs required a three-month commitment and two hours per week.
- On-call and special jobs vary according to the needs of the Library.

## Who do I contact for more information?

- Volunteer Assistant, Iowa City Public Library, 319.887.6025.

## ★ What is the Library's Youth Volunteer Program?

- The Children's Room manages the Youth Volunteer Program.
- The Youth Volunteer Program runs during the school year with a short session during the summer.
- For more information contact the Youth Volunteer Assistant at 319.887.6016.

Library Use Only:

Date received \_\_\_\_\_ Date entered \_\_\_\_\_ Date info sent \_\_\_\_\_

Job assigned \_\_\_\_\_

Comments: \_\_\_\_\_

**Return all applications to Volunteer Assistant, 123 S. Linn St, Iowa City IA 52240.**

The Iowa City Public Library is committed to supporting the Americans with Disabilities Act and will make reasonable accommodations for people with disabilities who are interested in volunteering.

The Library does not accept volunteers who are listed in the Iowa Sex Offender Registry.

# Volunteer Program Application

**PLEASE PRINT:**

Date \_\_\_\_\_

Application is for \_\_\_\_\_ Volunteer Program – (Circle one) *REGULAR* *ON-CALL*  
*If you are applying for a specific job, job title* \_\_\_\_\_  
 \_\_\_\_\_ Youth Volunteer Program – What year will you enter 7<sup>th</sup> Grade? \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Date of Birth Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Address City, State, Zip \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone \_\_\_\_\_ E-mail \_\_\_\_\_

What is the best way to communicate with you?  Day Phone  Evening Phone  E-Mail

Employer / School (circle one) \_\_\_\_\_ If Student, Current Grade \_\_\_\_\_

1. What hours are you **available**? (*Please be as specific as possible*)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

2. Please tell us about your interests, skills, and why you want to volunteer at the Library:

3. Are your volunteer hours a requirement for a class or school? \_\_\_ Yes \_\_\_ No  
 If yes, total hours needed \_\_\_\_\_ Deadline for completion \_\_\_\_\_

4. Are your volunteer hours a requirement to fulfill a legal community service requirement?  
 \_\_\_ Yes (*Must also complete information below*) \_\_\_ No  
 If yes, please state the nature of your offense \_\_\_\_\_  
 Total number of hours needed \_\_\_\_\_ Deadline for completion \_\_\_\_\_

**Please note:** *You are required to notify the Library if hours reports must be sent to a third party. Hours reports are only generated on weekdays and the Library requires a twenty-four (24) hour notice. You must complete a form to request an hours report to be generated.*

5. Do you fluently write or speak a language other than English? \_\_\_ Yes \_\_\_ No If yes, language \_\_\_\_\_  
 If yes, would you be willing to help the Library with projects related to serving patrons who also speak this language? \_\_\_ No \_\_\_ Yes

6. Are you fluent in American Sign Language and willing to help with patrons who may need signing assistance? \_\_\_ No \_\_\_ Yes

7. Emergency Contact: Name \_\_\_\_\_ Phone \_\_\_\_\_

The information above is true and accurate.

**Return all applications to Volunteer Assistant, 123 S. Linn St, Iowa City IA 52240.**

The Iowa City Public Library is committed to supporting the Americans with Disabilities Act and will make reasonable accommodations for people with disabilities who are interested in volunteering.

The Library does not accept volunteers who are listed in the Iowa Sex Offender Registry.

Applicant Signature

Parent Signature (if applicant is under 18 years)

**Return all applications to Volunteer Assistant, 123 S. Linn St, Iowa City IA 52240.**

The Iowa City Public Library is committed to supporting the Americans with Disabilities Act and will make reasonable accommodations for people with disabilities who are interested in volunteering.

The Library does not accept volunteers who are listed in the Iowa Sex Offender Registry.

91-435

lib/forms/91-435.doc