

Volunteer Application

Cleve J. Fredricksen Library ♦100 N. 19th Street ♦Camp Hill, PA 17011 ♦717-761-3900
 East Pennsboro Branch Library ♦98 South Enola Drive ♦Enola, PA 17025 ♦717-732-4274

Thank you for your interest in volunteering. Please complete this form and return to the library.

Name _____ **Date** _____

Address _____

City _____ **Zip Code** _____

Phone Number _____ **Email** _____

Are you 13 or older? Yes No **What school do you attend?** _____

Where do you prefer to volunteer? Fredricksen Library (in Camp Hill) or East Pennsboro Branch (in Enola)

Do you need community services hours for a specific purpose? Yes No

If so, how many hours? _____ **When are the hours due?** _____

Please list previous volunteer or work experience:

Please list special skills or interests that may benefit the library:

Please list the name and contact information of two references who are adults not related to you:

When are you able to volunteer? Complete the table below to indicate when you are available to volunteer at the library. Traditionally, middle school students donate about one hour a week, while those older donate two or more hours.

Fredricksen Library Hours:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9 am – 1 pm	Closed						Closed
1 pm – 5 pm							
5 pm – 9 pm	Closed			Library closes at 6pm			Closed

East Pennsboro Branch Library Hours:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10 am – 1 pm	Closed			Library opens at 11am		Library opens at 11am	Closed
1 pm – 5 pm	Closed						Closed
5 pm – 8 pm	Closed			Closed		Closed	Closed

Volunteer Opportunities:

Check all interested	Volunteer Opportunity	Description	Available at Fredricksen	Available at East Pennsboro Branch
	Adopt-A-Shelf	Maintains order and appearance of a specific series of shelves	Yes	Yes
	Barista	Prepares and distributes beverages and snacks during the weekday mornings at the Coffee Corner @ Fredricksen	Yes	No
	Caregiver	Mends books or cleans media so more customers can enjoy the item	Yes	Yes
	Check-in Guru	Checks in materials returned by customers	Yes	Yes
	Delivery Dynamo	Assists with emptying incoming crates of materials and processes those materials	Yes	Yes
	Detective of the Missing	Searches for elusive materials	Yes	Yes
	Donation Distributer	Sorts book, media and puzzle donations	Yes	Yes
	Dust Eliminator	Assists with the overall cleanliness and appearance of the library	Yes	Yes
	Homework Helpers	Assists elementary students after school with homework & educational skills. Volunteer is required to be a certified educator.	Yes	Yes
	Materials Processor	Prepares new materials for customers; assists with removal of materials	Yes	Yes
	Shelf Specialist	The volunteer returns materials to exact location on the shelf	Yes	Yes
	STAR	Delivers materials to homebound residents – Volunteer must have transportation	Yes	No
	TAG (Teen Advisory Group)	Participates in an advisory group to create an overall exciting experience for teens in the library. Volunteer is required to be in grades 7 thru 12.	Yes	No
	Traveling Tales Teller	Prepares and presents story times at local daycare facilities - Volunteer must have transportation	Yes	No
	Unique Project Specialist	Assists with the occasional task such as mailings, phone calls or event assistance	Yes	Yes

Notice to Volunteer Applicant

I authorize the Cleve J. Fredricksen Library or East Pennsboro Branch Library to verify information on this application. I authorize the individuals listed on the application (unless so noted) to provide information requested about me and I release them from all liability for damage in providing this information. I understand that volunteer placements are made according to the current needs of the library. If a vacancy is not available, I understand that my application will be kept on file for six months should a future vacancy occur.

Signature _____ Date _____

If under 17, Parent/Guardian Signature _____ Date _____

Print Parent/Guardian Name _____