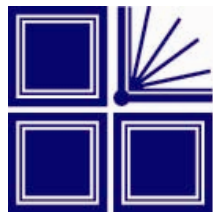


Spartanburg County Public Libraries

Volunteer Description Manual:

A concise guide of the available volunteer positions in the

Spartanburg Public Library system



Spartanburg County Public Libraries

...to enrich and improve with access to ideas and information.

www.infodepot.org

Table of Contents

Interview Procedures	3
Important Notes	4
Volunteer Descriptions	5
Adopt-A-Shelf Volunteer.....	5
Book Recycler.....	6
Health Fair worker	7
Homebound Material Selector	8
Homebound Volunteer.....	9
Homebound Volunteer Outreach Advocates	10
Information Desk Worker	11
Junior Volunteer.....	12
Library Store Worker	13
Library Store Swing Shift Worker	14
Miscellaneous Helper.....	15
Programs Helper	16
Special Event Helper.....	17
Technical Services Worker	18
Tour Guide	19
Special Skills.....	20

Interview Procedures

The library arranges a quick interview with all prospective volunteers. The goal of this interview is to allow the volunteer department to learn about the prospective volunteer, and to place them into a job that would best suit them. Below are examples of questions asked during the interview.

1. You can take your talents and enthusiasm to any other volunteer organization. Why do you want to volunteer at the public library?
2. Have you every volunteered before? If so, where did you volunteer and what did you do?
3. If you have volunteered before, and the agency you worked with asked you to return, what would you do and why? Basically, what did you like or not like about your last volunteer experience?
4. Share with us any information that you feel would influence/help the staff to understand why you want to be a volunteer.

Important Notes About the Volunteer Program

1. **Volunteers should understand that not all libraries need volunteers all the time, and should not be discouraged if their first pick location has no volunteer openings.**
2. Volunteers should be 14 years of age or older, except for special projects for scouts or similar activities, or if noted in volunteer job description.
3. The volunteer should not have as an objective his or her future employment by the library. The library should always strive to hire the best candidate, regardless of an applicant's status as a volunteer.
4. Volunteers should be people who are genuinely interested in giving freely of their time, expecting no "special" considerations.
5. Volunteers should be treated with respect and made to feel that their service is important to the system.
6. Volunteers should sign a 1-3 month contract with an option to renew for an additional 1-3 months, if quality of work and dependability are satisfactory and rewarding to the volunteer.
7. All personnel matters involving volunteers will be handled through the library's normal supervisory channels.
8. The supervising staff should be willing to devote sufficient time for training.
9. Volunteer badges should be worn by all volunteers while on duty. Volunteer badges help patrons distinguish between volunteers and staff, and serve to promote the volunteer program.
10. Background Checks are required on all volunteers

Adopt-A-Shelf Volunteer

Position Summary:

Takes responsibility for the organization and care of a specific library shelf.

Volunteer Impact:

Volunteers help keep books in order so that they may be easily found when needed, and are able to learn about the inner workings of the library.

Responsibilities:

- make sure that shelved books are in the proper order
- pull books that have been misplaced
- keep the shelf neat and tidy

Special Requirements:

All types of people welcomed

Approximate Hours:

- times are flexible
- can work any time during normal library hours
- takes only about an hour each week

Locations:

- available at all library branches

Responsible To:

- Gillian Gelders—Volunteer Coordinator (864-285-9019)
- Evelyn Parks—Volunteer Coordinator (864-596-3514)
- Laura Perricone- Volunteer Coordinator (864-285-9045)
- Local Branch Volunteer Coordinator

Perks:

- Volunteer's name is attached to their shelf

Book Recycler

Position Summary:

Removes binding from old and dilapidated books so they can be recycled.

Volunteer Impact:

Volunteer reduces the library's amount of waste

Responsibilities:

- remove binding from books
- put bindings and pages in the correct place for recycling pick-up

Special Requirements:

- great for community service requirements
- also good for those who want a quieter, less social job

Approximate Hours:

- times and days are flexible
- can work any time during normal library hours
- only needed to work one hour a week

Locations:

available at Spartanburg Library Headquarters

Responsible To:

- Gillian Gelders—Volunteer Coordinator (864-285-9019)
- Evelyn Parks—Volunteer Coordinator (864-596-3514)
- Laura Perricone- Volunteer Coordinator (864-285-9045)

Health Fair Worker

Position Summary:

Helps set up and man a booth at health fairs.

Volunteer Impact:

Volunteer helps the library spread information about services available to the community

Responsibilities:

- set up a booth at health fairs
- help man the booth
- pass out information
- take down booth at the end

Special Requirements:

- must be willing to travel to health fairs

Approximate Hours:

- health fairs are held both during the week and on weekends
- volunteers need to arrive before and stay after the fair
- volunteers work as needed

Locations:

- Health fairs are located at various places
- booth is set up by volunteer services at the Spartanburg Library Headquarters

Responsible To:

- Evelyn Parks—Volunteer Coordinator (864-596-3514)
- Gillian Gelders—Volunteer Coordinator (864-285-9019)
- Laura Perricone- Volunteer Coordinator (864-285-9045)

Homebound Material Selector

Position Summary:

Selects books and other materials to be taken to homebound patrons

Volunteer Impact:

Volunteer reduces the time homebound volunteers spend choosing and delivering books.

Responsibilities:

- selects books and materials that a patron has requested or may enjoy
- stacks and bags materials for easy pick-up by the driver, staff, and other volunteers

Special Requirements:

All are welcomed to help

Approximate Hours:

- times are flexible, though books must be ready for pick-up

Locations:

Available at locations where homebound drivers pick-up

Responsible To:

- Evelyn Parks—Homebound Coordinator (864-596-3514)
- Gillian Gelders—Volunteer Coordinator (864-285-9019)
- Laura Perricone- Volunteer Coordinator (864-285-9045)
- Local Branch Volunteer Coordinator

Homebound Volunteer

Position Summary:

Selects and delivers books and other library materials to patrons who are unable to leave home because of a temporary or semi-temporary condition.

Volunteer Impact:

Volunteer helps homebound patrons to access of the library's services.

Responsibilities:

- choose materials based on the request of the patron
- deliver the books to the home of the patron
- talk with the patron and take an interest in their lives
- return library materials that the patron is finished with

Special Requirements:

- must be able and willing to drive their own car to the patron's home
- must be friendly, outgoing, and willing to meet new and different people
- a great opportunity for caregivers that already visit the homebound
- Spanish speakers are greatly encouraged
- no prior experience needed; volunteers are assisted until they feel comfortable

Approximate Hours:

- visits are done only once a month
- times are flexible according to the needs of the patron and volunteer
- volunteers start with one patron, and can add more if they wish
- one visit takes about 30 minutes, excluding travel (Initial visit may take longer)

Locations:

- materials can be picked up at any branch
- volunteers are assigned patrons in an area of their choosing (if available)
- volunteers are needed in all areas of Spartanburg county

Responsible To:

- Evelyn Parks—Homebound Coordinator (864-596-3514)
- Gillian Gelders—Volunteer Coordinator (864-285-9019)
- Laura Perricone- Volunteer Coordinator (864-285-9045)

Homebound Volunteer Outreach Advocate

Position Summary:

Visit churches, organizations, clubs, and agencies to increase knowledge and awareness of homebound services.

Volunteer Impact:

Volunteer spreads information about the homebound service to members of the community who could either benefit from or help out with the service.

Responsibilities:

- learn every facet of homebound services
- give mini-talks to clubs, organizations, churches, and profit and nonprofit agencies

Special Requirements:

- must be willing to provide own transportation to site
- must enjoy public speaking
- flexible scheduling needing
- Individuals who speak another language greatly encouraged to apply

Approximate Hours:

- dates and times vary greatly

Locations:

Volunteers will talk at a variety of locations

Responsible To:

- Evelyn Parks—Homebound Coordinator (864-596-3514)
- Gillian Gelders—Volunteer Coordinator (864-285-9019)
- Laura Perricone- Volunteer Coordinator (864-285-9045)
- Local Branch Volunteer Coordinator

Information Desk Worker

Position Summary:

Monitors the welcome desk and answers basic questions and concerns of patrons.

Volunteer Impact:

Volunteers will help make patrons' visits to the library easier and promote a sense of friendliness in the library.

Responsibilities:

- answer basic questions and concerns
- direct patrons with more specific questions to others who can help
- give directions around the library (bathroom, photocopier, fiction area, etc.)
- hand out library pamphlets (outside pamphlets must be approved)
- give out applications to those wishing to volunteer
- remind patrons who set off the buzzers to return and check out their materials

Special Requirements:

- Must be outgoing and willing to engage with all sorts of people
- great opportunity for reading or studying during off hours

Approximate Hours:

- times and days are flexible
- can work any time during regular library hours

Locations:

- available at Spartanburg Library Headquarters

Responsible To:

- Gillian Gelders—Volunteer Coordinator (864-285-9019)
- Evelyn Parks—Volunteer Coordinator (864-596-3514)
- Laura Perricone- Volunteer Coordinator (864-285-9045)

Junior Volunteer

Position Summary:

Youths complete general tasks throughout the library during their summer breaks.

Volunteer Impact:

Volunteers help keep the library running smoothly while learning about the library and earning volunteer hours.

Responsibilities:

- straighten shelves
- help with children's programs
- sign up summer reading members
- serve as a story time monitor
- various other duties

Special Requirements:

- must be in a rising sixth grader through high school senior
- must be responsible and willing to complete assigned tasks

Approximate Hours:

- can work any time during normal library hours
- must complete at least 5 hours
- lasts the duration of the Summer Reading Club (June and July)

Locations:

- available at all library branches

Responsible To:

- Gillian Gelders—Volunteer Coordinator (864-285-9019)
- Evelyn Parks—Volunteer Coordinator (864-596-3514)
- Laura Perricone- Volunteer Coordinator (864-285-9045)
- Local Branch Volunteer Coordinator

Perks:

- Upon completion, volunteers are invited to attend a pizza party
- participants also receive a certificate and a letter of recommendation

Library Store Worker

Position Summary:

Operates the library store.

Volunteer Impact:

Volunteer helps the library offer unique and interesting goods to patrons, and in return learns about managing and operating a store.

Responsibilities:

- opens and closes the store (depending on hours)
- runs the register
- handles money, including giving change and counting profits
- greets customers as they enter the store
- knows products and directs customers to appropriate items
- finds a replacement when unable to work

Special Requirements:

- friendly
- absolutely must be committed to working once they start
- 17 years and older, only
- no prior retail experience needed

Approximate Hours:

- volunteer is assigned a specific 2 hour time slot, and must work that slot every week

Locations:

only available at the Spartanburg Headquarters library

Responsible To:

- Laura Perricone- Library Store Manager (864-285-9045)
- Gillian Gelders—Volunteer Coordinator (864-285-9019)
- Evelyn Parks—Volunteer Coordinator (864-596-3514)

Perks:

- 10% off all merchandise, except books and consignment items

Library Store Swing Shift Worker

Position Summary:

Fills in for library store workers when they are unable to work.

Volunteer Impact:

Volunteer allows the library to keep the store open continuously, while gaining retail experience.

Responsibilities:

- fills in for regular workers
- opens and closes the store (depending on time slot)
- runs the register
- handles money
- greets customers
- knows the products, and is able to direct customers to appropriate items

Special Requirements:

- must be responsible and committed
- 17 years and older, only
- no prior retail experience needed
- must be reasonably available for last-minute substitutions

Approximate Hours:

- whenever needed during the regular library store hours
- can request certain substitution times (ex. Mondays and Wednesday)

Locations:

only at the Spartanburg Headquarters library

Responsible To:

- Laura Perricone- Library Store Manager (864-285-9045)
- Gillian Gelders—Volunteer Coordinator (864-285-9019)
- Evelyn Parks—Volunteer Coordinator (864-596-3514)

Perks:

- 10% off all merchandise, except books and consignment items

Miscellaneous Helper

Position Summary:

Helps library staff with tasks throughout the library.

Volunteer Impact:

Volunteer helps library staff complete smaller tasks, allowing the staff to focus on more complex projects

Responsibilities:

- maintain and clean shelves
- cut out characters and designs for bulletin and flannel boards
- clean toys
- inventory supplies
- complete other such tasks

Special Requirements:

- All people are welcomed
- great for community service requirements
- also great for special needs volunteers

Approximate Hours:

- times are flexible
- can work anytime during normal library hours

Locations:

available at all library branches

Responsible To:

- Gillian Gelders—Volunteer Coordinator (864-285-9019)
- Evelyn Parks—Volunteer Coordinator (864-596-3514)
- Laura Perricone- Volunteer Coordinator (864-285-9045)
- Local Branch Volunteer Coordinator

Programs Helper

Position Summary:

Helps set up, run, and clean up after library programs

Volunteer Impact:

Volunteer helps the library easily and effectively put on programs

Responsibilities:

- set up and move needed furniture, such as tables and chairs
- arrange refreshments
- clean up messes and trash after the program
- remove extra furniture

Special Requirements:

All people welcomed

Approximate Hours:

- hours vary on amount of set up/ clean up needed and length of program

Locations:

- available at Spartanburg Library Headquarters

Responsible To:

- Gillian Gelders—Volunteer Coordinator (864-285-9019)
- Evelyn Parks—Volunteer Coordinator (864-596-3514)
- Laura Perricone- Volunteer Coordinator (864-285-9045)

Special Events Helper

Position Summary:

Helps out during large programs such as Jamboread and The Big Read.

Volunteer Impact:

Volunteer helps the library put on large programs and also gains volunteer hours without a long-term commitment.

Responsibilities:

- varies from program to program
- addressing and sending mailings and pamphlets
- setting up the events
- manning booths
- helping with children's activities

Special Requirements:

- volunteers may be assigned certain jobs, depending on age, ability, and preference

Approximate Hours:

- hours and flexible
- needed only a few times around the time of the program
- no long term commitment

Locations:

- Available at Spartanburg Library Headquarters

Responsible To:

- Gillian Gelders—Volunteer Coordinator (864-285-9019)
- Evelyn Parks—Volunteer Coordinator (864-596-3514)
- Laura Perricone- Volunteer Coordinator (864-285-9045)

Technical Services Worker

Position Summary:

Completes clerical work for library staff.

Volunteer Impact:

Volunteer helps to complete smaller tasks for library staff, while learning about the needs of an office.

Responsibilities:

- Label spines of books
- Label and organize CDs
- Stamp and otherwise prepare new books for circulation
- other such clerical tasks

Special Requirements:

- takes more time and commitment than a Miscellaneous helper

Approximate Hours:

- times and days are flexible, though volunteer must be reliable
- can work any time during normal library hours

Locations:

Available at all library branches

Responsible To:

- Evelyn Parks—Volunteer Coordinator (864-596-3514)
- Gillian Gelders—Volunteer Coordinator (864-285-9019)
- Laura Perricone- Volunteer Coordinator (864-285-9045)
- Local Branch Volunteer Coordinator

Tour Guide

Position Summary:

Leads patrons around the library and shows them points of interest

Volunteer Impact:

Volunteer helps patrons learn about the library and become familiar with its features

Responsibilities:

- learn useful facts about the library
- show patrons around the library
- answer any questions the patrons might have

Special Requirements:

- must have good public speaking skills
- must be personable and outgoing

Approximate Hours:

- tours are given as requested; most are given around the beginning of school
- full training takes approximately 3-4 hours

Locations:

Available at the Spartanburg Library Headquarters

Responsible To:

- Evelyn Parks—Volunteer Coordinator (864-596-3514)
- Gillian Gelders—Volunteer Coordinator (864-285-9019)
- Laura Perricone- Volunteer Coordinator (864-285-9045)

Have a skill or talent you would like to share?

Tell us of any skills you would like to share with the library, and we will gladly let you know if we ever have need of your special help.