



VOLUNTEER APPLICATION

REGARDING COURT ORDERED COMMUNITY SERVICE:

We only accept court ordered volunteers that are referred to us by the DuPage County Probation Department.

Name: _____ Birthdate: _____

Street Address: _____

City _____ Phone: _____ (home/cell/work)

Email: _____

Emergency Contact:

Name _____ Relationship: _____ Phone: _____

When are you available to volunteer? Days of week: _____

Times: ____ Mornings ____ Afternoons ____ Evenings

In which languages are you fluent? _____

If you are volunteering for school/organization service hours, please indicate:

How many hours do you need? _____ By when? _____

By signing below you agree that: you understand volunteers are not paid, volunteer opportunities are not always available, and completion of this application does not guarantee you will be selected to volunteer.

Applicant's signature: _____ Date: _____

If under 18, applicant must have parent or guardian signature:

_____ Date: _____

Parent or guardian printed name: _____

(over →)

PLEASE READ THE ATTACHED JOB DESCRIPTIONS.

Indicate which job(s) would be your preference:

___ Beautifier

Help the Addison Public Library stay beautiful (and orderly)! You will be trained to monitor a section of the library for organization, cleanliness and condition of the materials. Your efforts will ensure that materials stay in good shape and can be readily found by library users. If you are friendly, have great attention to detail and the ability to reach items on high and low shelves this may be a great choice.

___ Computer Class Assistant

Do you enjoy helping people learn? You will be trained to assist the staff-teacher in one or more of our computer classes by demonstrating and explaining skills to individual students. If you are friendly and patient, have some technological skills, and are willing to learn more in order to assist the teacher this is the job for you.

___ Court-Ordered

You will help your public library by cleaning inside and outside the facility, sharpening pencils, recycling crayons by removing the paper wrappers and sorting the colors, and other tasks as assigned. If you have the ability to reach high and low, follow direction and see tasks given through to completion we may have work available.

___ Greeter

Have you seen our upcoming programs in our newsletter? There's so much going on at the Addison Public Library! You will be trained to welcome guests to the library, and direct them to the proper rooms for programs or public service desks for appropriate staff assistance. If you are friendly, extremely outgoing, and willing to interact with people of all ages you will be a perfect fit.

___ Item-Finding Assistant

Help keep our library inventory up-to-date for everyone's benefit. You will be trained to thoroughly search our shelves for items we can't locate. If you are friendly, able to bend, lift, and reach over your head, have attention to detail, and love a good mystery we can use you.

___ Special Projects

Help on an as-needed basis to complete projects that may be seasonal. You may be helping trace or cut items for an upcoming library event or decorating for the holidays. You may be needed to complete computer tasks. The possibilities are endless! If you are friendly, your availability is flexible and willing to take on a variety of different tasks we would love your help.