

## **Volunteering Opportunities at the Kaukauna Public Library**

The Library is always looking for volunteers! To become a Library Volunteer, please fill out the Volunteer Application Form. Please return your filled-out application form to the Library. The Library will contact you to set up an interview. If it is determined that you are a good fit to represent the library's mission, your application will be turned in to City Hall for the required background check. Background checks may take several weeks. Once the background check is approved, you will be contacted by a Library Volunteer Supervisor to discuss volunteer opportunities and orientation.

### **Shelving**

Nature of Work: Shelf library materials

Ages: Completed grade six and up

Supervisor: James Berven

Shifts: Flexible

Essential Job Functions:

- Sign in and out
- Shelf materials
- While shelving, return materials that are out of place to their proper place
- Refer patron questions to staff
- Shift shelving to accommodate materials being re-shelved
- Ability to reach high and low
- Ability to lift above your head
- Ability to lift 5 lbs
- Ability to kneel

Requirements of Work:

- Ability to read fine print, to reach high and low shelves and to push a loaded cart
- Ability to understand the Dewey Decimal System and alphabetically filing
- Pass a background check

### **Programming**

Nature of Work: Assist with youth, teen or adult Library programs

Ages: Completed grade six and up

Supervisor: Ashley Thiem-Menning

Shifts: Seasonal; As needed

Essential Job Functions:

- Sign in and out
- Assist with the set-up and take-down of a program
- Assist patrons with activities
- Operate simple equipment
- Greet and direct patrons
- Alert staff when supplies are low
- Refer patron questions to staff
- Be on time for events and call prior if you cannot attend

- Other tasks as assigned by staff

Requirements of Work:

- Ability to lift up to 10 pounds
- Show respect for library patrons of all ages
- Present a neat, clean and appropriate appearance
- Pass a background check

### **Disc Cleaning**

Nature of Work: Cleaning media discs by hand or with a large disc cleaning machine

Ages: Completed grade six and up

Supervisor: Spencer Heise

Shifts: Flexible

Essential Job Functions:

- Sign in and out
- Clean discs
- Inspect discs after cleaning for damage that the machine may not have been able to fix
- Go out into the collections and get discs to clean at random
- Mark items with a sticker that indicates the date in which they were cleaned

Requirements of Work:

- Ability to either hand clean discs or work the disc cleaning machine
- Pass a background check

### **Local History Projects**

Nature of Work: Project Specific

Ages: 18 and older

Supervisor: Genna Gara

Shifts: Flexible

Essential Job Functions:

- Memory Project
- Digitization
- Newspaper Indexing

Requirements of Work:

- Work directly with staff on projects as assigned
- Knowledge of classification including the Dewey Decimal System & alphabetical filing
- Good eyesight and handwriting
- The ability to use the microfilm reader
- The ability to scan documents
- The ability to use a digital camera and upload images
- The ability to use a photocopier
- Familiarity with Windows and MS office programs
- Pass a background check

### **Home Bound Book Delivery**

Nature of Work: Pick up, deliver and return Library materials for homebound patrons unable to access the Library

Ages: 18 and older

Supervisor: James Berven

Shifts: Flexible

Essential Job Functions:

- Pick up, deliver and return books to a home bound individual
- Relay specific titles or genre requests to Library staff for the patron
- Be in contact with your assigned individual regarding Library needs

Requirements of Work:

- Provide a copy of your Driver's License in good standing
- Have and provide proof of auto insurance every six months
- Sign a liability waiver
- Pass a background check

*(It may take several weeks to pair volunteers with homebound patrons.)*

### **Plant Care/Landscaping**

Nature of Work: Care for plants inside the Library or landscaping outside the Library

Ages: Completed grade six and up

Supervisor: Ashley Thiem-Menning

Shifts: Flexible

Essential Job Functions:

- Water plants inside the Library
- Prune plants inside the Library (when necessary)
- Weed and water plants outside the Library
- Prune plants outside the Library (when necessary)

Requirements of Work:

- The ability to carry a watering can
- The ability to reach high and low
- General knowledge of plant care
- The ability to lift over 10 lbs
- The ability to kneel
- Pass a background check

### **Community Service Volunteers**

Nature of Work: Court Ordered Community Service

Ages: Completed grade six and up

Supervisor: Liz Fuller

Shifts: Flexible

Essential Job Functions:

- Shelving
- Shifting Library Materials
- Disc Cleaning
- Making phone calls
- Refer patron questions to staff
- Show up on time and call when missing a shift
- Other tasks as assigned by staff

Requirements of Work:

- The ability to reach high and low
- The ability to lift over 10 lbs
- The ability to hand clean or operate a disc cleaning machine
- The ability to shelve according to the Dewey Decimal System or alphabetically file
- The ability to do repetitive work
- Present a neat, clean and appropriate appearance

*(The Library will inquire as to the nature of the offense for which the community service hours are court ordered. The Library has the right to decline service opportunities to cases based on the nature of the offense.)*