# Volunteer Application

## Contact Information

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Street Address</td>
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<tr>
<td>City, State, ZIP Code</td>
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<tr>
<td>Phone</td>
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<tr>
<td>Email Address</td>
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<tr>
<td>Age 18 or over?</td>
<td>Yes</td>
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## Volunteer Job for which you are applying

See the reverse of this application for a complete list of current opportunities

- [ ] Kid’s Homework help
- [ ] Collection Maintenance
- [ ] Digital Literacy
- [ ] Friends of the Library
- [ ] IT Volunteer
- [ ] Project Read – Be a Tutor
- [ ] Homebound Services
- [ ] Teen Volunteer
- [ ] Traveling Storytime
- [ ] Other (specify) ____________________________________________________________________________________

## Volunteering Availability

Volunteer assignments are 6-12 months minimum unless otherwise agreed upon

<table>
<thead>
<tr>
<th>Hours Available</th>
<th>Mon</th>
<th>Tue</th>
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<td>Weekends only</td>
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<td>Evenings only</td>
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## Special skills, training or interests related to the job for which you are applying

Summarize special skills and qualifications you have acquired from employment, education, previous volunteer work, or through other activities, including hobbies or sports. Please include any language fluency.

________________________________________________________________________________________________________________________________________________________________________________________

## Where did you hear about Redwood City Public Library volunteer opportunities?

- [ ] Word of mouth
- [ ] Library website
- [ ] Library staff
- [ ] Volunteer Match
- [ ] Volunteer Center
- [ ] City of Redwood City
- [ ] Outreach event
- [ ] Peninsula Literacy Coalition
- [ ] Library brochure
- [ ] Other (specify) ____________________________________________________________________________________

## Person to Notify in Case of Emergency

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone (day)</th>
<th>Phone (evening)</th>
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## Agreement and Signature

As a volunteer, I agree that I will not be compensated for any time spent volunteering, that I am not a City employee, and that I am not entitled to any City benefits as a result of my service. By submitting this application, I hereby certify that the facts set forth in it are true and complete.

Volunteer Printed Name & Signature ___________________________ Date ____________

If volunteer is under 18 years of age, parent or guardian must read and sign the following: this release, its significance, and assumption of risk have been explained to and are understood by the minor.

Parent or Guardian Printed Name & Signature ___________________________ Date ____________

Please return this application to Volunteer Coordinator, 1044 Middlefield Rd, Redwood City, CA 94063 | volunteer@redwoodcity.org

The Library reserves the right to conduct background checks on applicants for volunteer positions.

Thank you for completing this application form and for your interest in volunteering with us!
Volunteer Opportunities

**Children’s Homework Help**
We need volunteers to help students K - 6th grade with math, spelling, writing, and other homework subjects. No formal training required.

**Collection Maintenance Volunteer**
- **Searching for Holds** - pull library materials from shelves using a list of customer requests. Volunteers are asked to volunteer 1-2 days per week, and each day requires 2-3 hours. Training is provided. **Shelf Reading** - keep books in proper Dewey order and/or alphabetical order on designated shelves. Keep shelves neat by aligning books and shifting books when necessary. Ability to alphabetize and work with the Dewey Decimal system. Placement test required.

**Digital Literacy Volunteer**
Library customers come to our libraries with a wide array of technology questions and experience with computers. Help increase digital literacy in our community at our drop-in technology labs or by teaching classes. Volunteers needed 2-4 hours per month for a six month commitment.

**Friends of the Library**
- **Bookstore Volunteer** - The Friends runs a resale bookstore at the Downtown Library. If you are a reader/lover of books, it is a great opportunity to browse during your shift. Volunteers work 2-3 hour shifts in the store either weekly or biweekly. **Sell Books at the Redwood City Farmers Market** - The Redwood City Public Library's Friends operates a booth at the Redwood City Farmers Market that runs Saturdays, April - November in downtown Redwood City. Volunteers work either 8-10am or 10am-Noon. **Manage Book Donations** - The Friends of the Redwood City Public Library is a non-profit organization that provides financial support to the Library through the sale of donated books. Volunteers needed to evaluate and sort books.

**IT Volunteer**
Clean IT equipment, help with special projects, or help with surplus items. New volunteers are needed and welcome!

**Project READ – Be a tutor**
Give the gift that lasts a lifetime - teach someone to read! Project READ's innovative intergenerational programs bring literacy to the adults, youth and families in our community. Our programs include: One-on-one tutoring for youth, adults and families. Adults, Teen and Preteens are welcome to volunteer as tutors or event support.

**Homebound Services Volunteer**
Choose and/or deliver library materials to homebound and disabled residents. New volunteers are needed and welcome!

**Teen Volunteer Program**
Learn how to shelve materials and maintain the collection or select and run teen programs.

**Traveling Storytime Volunteer**
Share the love of books, reading and libraries with the children of Redwood City in preschools and home daycare settings. Training and all materials, including books, puppets and flannel board stories are provided. Volunteers must be available to read to children ages 1 to 5 years of age for thirty minutes on a weekly basis. Must provide own transportation.