

Volunteer Application



Contact Information

Name		
Street Address		
City, State, ZIP Code		
Phone		
Email Address		
Age 18 or over?	Yes ____	No ____

Volunteer Job for which you are applying

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

- Collection Maintenance Friends of the Library IT Volunteer Personal Technology Coach
 Project Read – Be a Tutor Makerspace Volunteer Teen Volunteer Traveling Storytime
 Other (specify) _____

Volunteering Availability

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

Hours Available	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	___ Weekends only		___ Evenings only				

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

Name	Phone (day)	Phone (evening)
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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
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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
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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



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.

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. **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!

Personal Technology Coach

Help others learn new technology skills. Provide in-depth, one-on-one assistance for individuals learning about basic computer use, internet, ebooks and other technology. We are also seeking those with advanced technology and media skills that want to provide workshops for teens in the Teen Digital Lab.

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.

Makerspace Volunteer

Share your passion for 3D printing, sewing, CAD, Cricut and more by helping us with programs in the Downtown Library Makerspace. Volunteers can also help with equipment maintenance projects.

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.