



VOLUNTEER PROGRAM



LIBRARY DIVISION

“You cannot hope to build a better world without improving the individuals. To that end, each of us must work for our own improvement and, at the same time, share a general responsibility for all humanity, our particular duty being to aid those to whom we think we can be most useful.”

-- Marie Curie

GETTING STARTED: Thank you for taking the first step towards volunteering your unique talents and special skills to making an invaluable contribution to the community. You will be given the opportunity to meet new people, gain hands-on work experience, be entrusted with a number of responsibilities and have the tools you will need to succeed in making a difference.

RESPONSIBILITIES: While volunteering at the library you will be asked to help with the following:

- Shelving, cleaning and organizing books and other materials.
- Assist children with homework.
- Sign children up, log in books and award prizes for the year-round reading program.
- Reading with children.
- Assisting staff in the planning and execution of programs and projects.

CODE OF CONDUCT: As a volunteer you will be representing the City of Signal Hill, which is why it is important that you are courteous and respectful to everyone you meet and assist. If a guest is making you feel uncomfortable or is asking a question you do not know the answer to you can always refer them to a staff member.

DRESS CODE: Your general appearance must be neat, clean and appropriate for the type of work you will be asked to do. One article you must have with you while volunteering is your volunteer badge, it enables staff and guests to recognize you as a volunteer.

FOOD & DRINK: Staff and guests are not permitted to eat or drink in the library and volunteers are no exception. Only water is permissible.

PROFANITY: Please remember you are working in a child-friendly environment. Please refrain from using inappropriate language.

PUNCTUALITY: In order to create a genuine work experience you will be expected to show up for your assigned volunteer shifts on time. If you are going to be late or miss your shift, you must notify your supervisor. It is also imperative that you make certain that you are signed in by staff and signed out accurately.

SCHEDULE: Realizing that you have other responsibilities and priorities we are very flexible in scheduling your volunteer hours and adjusting them as needed. Please report any and all schedule changes to your supervisor.

SOCIALIZING: Please keep in mind that chatting with friends may interfere with your ability to perform your assigned tasks.

STAFF: Any staff member may ask you for assistance or correct an error in your performance.

UNPLUGGED: While volunteering you are expected to be “unplugged” from any electronic devices such as an ipod, MP3 player, PSP, Nintendo DS, or walkman. Cell phones must be set on silent or vibrate and can only be used in emergencies. Using such devices may hinder your ability to perform the tasks you are assigned.

INCENTIVE: Not only will you gain the satisfaction of serving the community and assisting others, you will also be eligible for letters of recommendation and have access to copies of your volunteer hours, which will be invaluable when you are applying for college or a job. Special distinctions will be given to volunteers who demonstrate exceptional effort, performance and passion during their volunteer term.