

APPENDIX B EXAMPLES OF VOLUNTEER ASSIGNMENTS

POLICY 1022

Page 1 of 18

The following summaries of volunteer assignments are examples based on the *List of Approved Assignments for NBPLS Volunteers* (see Policy 1022 - Appendix A).

The Employee in Charge is responsible for amending the following summary of volunteer assignments based on the particular volunteer task or combination of tasks.

All volunteer assignments must be approved by the Regional Director.

NEW BRUNSWICK PUBLIC LIBRARY SERVICE SUMMARY OF VOLUNTEER ASSIGNMENT Audiovisual Material Inspection Volunteer

SUPERVISOR: Enter Supervisor here

MAJOR OBJECTIVE

Volunteers help to ensure audiovisual materials are in good working condition.

QUALIFICATIONS

- Attention to detail
- Ability to work independently

RESPONSIBILITIES

- Inspecting audiovisual materials to ensure good working condition
- Light cleaning of audiovisual materials
- Advising regarding repair or replacement of damaged materials

SCREENING MEASURES

- Application form

ORIENTATION

Volunteers will be given information about the library and the provincial system, any relevant policies and practices, and basic library safety training.

TRAINING

Volunteers will be trained on proper practices for inspection, cleaning and minor repair.

TIME COMMITMENT

Approximately 2-3 hours a week, for an initial term of 3 months, with the possibility to renew.

BENEFITS

- Gain experience
- Opportunity to volunteer from home

APPENDIX B EXAMPLES OF VOLUNTEER ASSIGNMENTS

POLICY 1022

Page 2 of 18

NEW BRUNSWICK PUBLIC LIBRARY SERVICE SUMMARY OF VOLUNTEER ASSIGNMENT Library Book Mending Volunteer

SUPERVISOR: Enter Supervisor here

MAJOR OBJECTIVE

Volunteers help to ensure library materials are in good condition for public use.

QUALIFICATIONS

- Attention to detail
- Ability to work independently

RESPONSIBILITIES

- Repairing torn pages and book covers
- Replacing spine labels and barcodes
- Cleaning books
- Advising regarding repair or replacement of damaged materials

SCREENING MEASURES

- Application form
- A criminal record check and two references will be required.

ORIENTATION

Volunteers will be given information about the library and the provincial system, any relevant policies and practices, and basic library safety training.

TRAINING

Volunteers will be trained on proper mending and cleaning practices.

TIME COMMITMENT

Approximately 2-3 hours a week, for an initial term of 3 months with the option to renew

BENEFIT

Gain experience

APPENDIX B EXAMPLES OF VOLUNTEER ASSIGNMENTS

NEW BRUNSWICK PUBLIC LIBRARY SERVICE SUMMARY OF VOLUNTEER ASSIGNMENT Library Donation Sorting Volunteer

SUPERVISOR: Enter Supervisor here

MAJOR OBJECTIVE

Volunteers sort donations, which are used to raise funds and to expand the collection.

QUALIFICATIONS

- Attention to detail
- Ability to work independently

RESPONSIBILITIES

- Sorting donations according to age and condition of materials
- Pricing items for book sale based on guidelines

PHYSICAL DEMANDS

- Some lifting

SCREENING MEASURES

- Application form
- A criminal record check and two references will be required.

ORIENTATION

Volunteers will be given information about the library and the provincial system, any relevant policies and practices, and basic library safety training.

TRAINING

Volunteers will be trained on proper sorting practices.

TIME COMMITMENT

Approximately 1 to 2 hours a week, for an initial term of 3 months with the option to renew

BENEFITS

- Gain experience

APPENDIX B EXAMPLES OF VOLUNTEER ASSIGNMENTS

NEW BRUNSWICK PUBLIC LIBRARY SERVICE SUMMARY OF VOLUNTEER ASSIGNMENT Fundraising Volunteer

SUPERVISOR: Enter Supervisor here

MAJOR OBJECTIVE

The volunteer helps to raise funds for library collections or other services.

QUALIFICATIONS

- Basic math skills
- Experience working with the public
- Ability to work with others

RESPONSIBILITIES

- Assisting library staff with fundraisers
- Handling cash
- Other duties depending on the specific fundraiser

PHYSICAL DEMANDS

May require lifting and carrying

SCREENING MEASURES

- Application form
- If a volunteer is working in the library, a criminal record check and two references will be required.

ORIENTATION

Orientation will depend on the length of the volunteer term.

TRAINING

Training will be provided for all tasks required for the fundraiser

TIME COMMITMENT

To be determined based on the specific fundraiser

BENEFITS

- Personal satisfaction for helping the library raise funds to enhance its services
- Gain experience
- Opportunity to meet others in the community

APPENDIX B EXAMPLES OF VOLUNTEER ASSIGNMENTS

NEW BRUNSWICK PUBLIC LIBRARY SERVICE SUMMARY OF VOLUNTEER ASSIGNMENT Home Library Service Volunteer

SUPERVISOR: Enter Supervisor here

MAJOR OBJECTIVE

The volunteer delivers library materials to patrons who cannot visit the library due to a disability or illness.

QUALIFICATIONS

- Ability to provide own transportation
- An interest in books and reading
- Good communication skills, especially with older adults

RESPONSIBILITIES

- Refer to NBPLS Policy 1080 – Home Library Service

PHYSICAL DEMANDS

- Must be able to physically deliver library materials

SCREENING MEASURES

- Application form
- Interview
- Criminal record check
- Two references
- Random spot checks when possible
- Feedback from program participants

ORIENTATION AND TRAINING

- Volunteers will be given information about the library and the provincial system, relevant policies and practices, and basic library safety training.

TIME COMMITMENT

Approximately 3 hours every week, with an initial 3 month term with the option to renew

BENEFITS

- Gain experience
- Opportunity to meet others in the community

APPENDIX B EXAMPLES OF VOLUNTEER ASSIGNMENTS

NEW BRUNSWICK PUBLIC LIBRARY SERVICE SUMMARY OF VOLUNTEER ASSIGNMENT Program Volunteer

SUPERVISOR: Enter Supervisor here

MAJOR OBJECTIVE

Volunteers assist library staff in planning and delivering library programs.

QUALIFICATIONS

- Interpersonal skills
- Experience dealing with the public

RESPONSIBILITIES

- Assisting with craft preparation
- Assisting with room set ups
- Making special event displays
- Distributing promotional materials in the community
- Providing assistance during program activities, e.g. puppet shows, helping children assemble crafts
- Assisting with programs one-on-one or in a group (e.g. Babies in the Library, Literacy for Kids, story times, book club discussions)

PHYSICAL DEMANDS

- Possible lifting

SCREENING MEASURES

- Application form
- Interview
- Criminal record check
- Two references
- Random spot checks
- Feedback from program participants

ORIENTATION

Volunteers will be given information about the library and the provincial system, any relevant policies and practices, and basic library safety training.

TRAINING

Training will be provided by the library staff member responsible for the program.

TIME COMMITMENT

Regular commitment for the length of the program

BENEFITS

- Gain experience
- Opportunity to meet others in the community

APPENDIX B EXAMPLES OF VOLUNTEER ASSIGNMENTS

NEW BRUNSWICK PUBLIC LIBRARY SERVICE SUMMARY OF VOLUNTEER ASSIGNMENT Shelving and Shelf Reading Volunteer

SUPERVISOR: Enter Supervisor here

MAJOR OBJECTIVE

The successful completion of these tasks allows patrons and staff to locate library materials quickly and efficiently.

QUALIFICATIONS

- Must have basic literacy skills
- Attention to detail
- Ability to work independently
- Good interpersonal skills

RESPONSIBILITIES

- Ensuring shelf order of library collections
- Shelving library materials according to proper library standards
- Maintaining appearance of shelves
- Re-sensitizing materials for shelving (anti-theft detectors)
- Assisting with inventory of library collections when needed
- Assisting with relocation of library collections when needed
- Directing patrons requiring assistance to appropriate library staff

PHYSICAL DEMANDS

Bending, lifting and repetitive tasks

SCREENING MEASURES

- Application form
- Interview
- Criminal record check
- Two references
- Random spot checks

ORIENTATION

Volunteers will be given information about the library and the provincial system, any relevant policies and practices, and basic library safety training.

TRAINING

Volunteers will be trained to use the Dewey Decimal system.

TIME COMMITMENT

Approximately 2-4 hours per week, with an initial 3 month term with the option to renew

BENEFITS

- Gain experience
- Opportunity to meet others in the community
- Knowledge of library collections

APPENDIX B

EXAMPLES OF VOLUNTEER ASSIGNMENTS

NEW BRUNSWICK PUBLIC LIBRARY SERVICE SUMMARY OF VOLUNTEER ASSIGNMENT Local History Volunteer

SUPERVISOR: Enter Supervisor here

MAJOR OBJECTIVE

Volunteers help to develop and maintain local history resources for use by the community.

QUALIFICATIONS

- Attention to detail
- Ability to work independently

RESPONSIBILITIES

- Participating in the collection of oral histories according to guidelines. This can involve visiting individuals in the community
- Assisting in project work with original issues of retrospective newspapers according to guidelines

SCREENING MEASURES

- Application form
- If a volunteer needs to visit a person in their home, a criminal record check and two references will be required.
- If a volunteer is working in the library, a criminal record check and two references will be required.

ORIENTATION

Volunteers will be given information about the library and the provincial system, any relevant policies and practices, and basic library safety training.

TRAINING

Staff will provide volunteers with guidelines on locating and collating local history information.

TIME COMMITMENT

Approximately 2-3 hours a week, for an initial term of 3 months with the option to renew.

BENEFITS

- Gain experience
- Gain knowledge of local history in the community
- Opportunity to meet others in the community

**APPENDIX B
EXAMPLES OF VOLUNTEER ASSIGNMENTS**

**NEW BRUNSWICK PUBLIC LIBRARY SERVICE
SUMMARY OF VOLUNTEER ASSIGNMENT
Mail Delivery Volunteer**

SUPERVISOR: Enter Supervisor here

MAJOR OBJECTIVE

Volunteers help staff offer province-wide access to library collections.

QUALIFICATIONS

- Ability to work independently
- Ability to provide own transportation

RESPONSIBILITIES

- Delivering mail to the post office
- Picking up mail at the post office and delivering it to the library

PHYSICAL DEMANDS

Lifting, carrying

SCREENING MEASURES

- Application form
- If a volunteer is working in the library, a criminal record check and two references will be required.

ORIENTATION

Volunteers will be given information about the library and the provincial system, relevant policies and practices, and basic library safety training.

TRAINING

Staff will accompany the volunteer on the first trip to the post office.

TIME COMMITMENT

Approximately 3-5 hours a week, for an initial term of 3 months with the option to renew

BENEFITS

- Gain experience

APPENDIX B

EXAMPLES OF VOLUNTEER ASSIGNMENTS

NEW BRUNSWICK PUBLIC LIBRARY SERVICE SUMMARY OF VOLUNTEER ASSIGNMENT Holds Volunteer

SUPERVISOR: Enter Supervisor here

MAJOR OBJECTIVE

Volunteers help to offer province-wide access to library materials.

QUALIFICATIONS

- Ability to work independently
- Must have basic literacy skills

RESPONSIBILITIES

- Retrieving items from shelves based on a pick list
- Phoning patrons to pick up materials on hold
- Directing patrons requiring assistance to appropriate library staff

PHYSICAL DEMANDS

Bending and repetitive tasks

SCREENING MEASURES

- Application form
- Interview
- Criminal record check
- Two reference checks
- Random spot checks

ORIENTATION

Volunteers will be given information about the library and the provincial system, relevant policies and practices, and basic library safety training.

TRAINING

Staff will train the volunteer on the Dewey Decimal system and the location of library materials.

TIME COMMITMENT

Approximately 2-4 hours a week, for an initial term of 3 months with the option to renew

BENEFITS

- Gain experience
- Knowledge of the library collections
- Opportunity to meet others in the community

APPENDIX B EXAMPLES OF VOLUNTEER ASSIGNMENTS

NEW BRUNSWICK PUBLIC LIBRARY SERVICE SUMMARY OF VOLUNTEER ASSIGNMENT Volunteer Reader for People with Print Disabilities

SUPERVISOR: Enter Supervisor here

MAJOR OBJECTIVE

Volunteers help to provide targeted library programs for people with print disabilities at the library.

QUALIFICATIONS

- Good communication skills
- Good literacy skills
- Experience working with people who have a physical, vision or a learning disability

RESPONSIBILITIES

- Reading books to adults or children with print disabilities in one-on-one or group sessions at the library.

SCREENING MEASURES

- Application form
- Interview
- Criminal record check
- Two references
- Random spot checks
- Feedback from program participants

ORIENTATION

Volunteers will be given information about the library and the provincial system, any relevant policies and practices, and basic library safety training.

TRAINING

Good practices for reading out loud.

TIME COMMITMENT

Approximately 2-4 hours a week, for an initial term of 3 months with the option to renew

BENEFITS

- Gain experience
- Opportunity to meet members of the community

APPENDIX B
EXAMPLES OF VOLUNTEER ASSIGNMENTS

NEW BRUNSWICK PUBLIC LIBRARY SERVICE
SUMMARY OF VOLUNTEER ASSIGNMENT
Literacy For Kids Volunteer

SUPERVISOR: Enter Supervisor here

MAJOR OBJECTIVE

Volunteers encourage reading and help children maintain their reading skills over the summer months.

QUALIFICATIONS

- Good communication skills
- Good literacy skills

RESPONSIBILITIES

- Reading to children one-on-one and/or in a group
- Planning and carrying out activities to practice reading skills with children

SCREENING MEASURES

- Application form
- Interview
- Criminal Record Check
- Two references
- Random spot checks
- Feedback from program participants

ORIENTATION

Volunteers will be given information about the library and the provincial system, relevant policies and practices, and basic library safety training.

TRAINING

Staff will train the volunteer on the Literacy For Kids Program.

TIME COMMITMENT

Approximately 2-4 hours a week, for an initial term of 3 months with the option to renew

BENEFITS

- Gain experience with children
- Teaching related experience

APPENDIX B EXAMPLES OF VOLUNTEER ASSIGNMENTS

POLICY 1022

Page 13 of 18

NEW BRUNSWICK PUBLIC LIBRARY SERVICE SUMMARY OF VOLUNTEER ASSIGNMENT Homework Help Volunteer

SUPERVISOR: Enter Supervisor here

MAJOR OBJECTIVE

Volunteers help children use the library to do their homework.

QUALIFICATIONS

- Good communication skills
- Good literacy skills

RESPONSIBILITIES

- Helping children complete homework assignments
- Coaching children on how and when to use the library's resources

SCREENING MEASURES

- Application form
- Interview
- Criminal Record Check
- Two references
- Random spot checks
- Feedback from program participants

ORIENTATION

Volunteers will be given information about the library and the provincial system, relevant policies and practices, and basic library safety training.

TRAINING

Staff will train the volunteer on the most frequently used library resources for homework help.

TIME COMMITMENT

Approximately 2-4 hours a week, for an initial term of 3 months with the option to renew

BENEFITS

- Gain experience with children

APPENDIX B EXAMPLES OF VOLUNTEER ASSIGNMENTS

NEW BRUNSWICK PUBLIC LIBRARY SERVICE SUMMARY OF VOLUNTEER ASSIGNMENT Books-by-Mail / Talking Books Volunteer

SUPERVISOR: Enter Supervisor here

MAJOR OBJECTIVE

Volunteers help to ensure the Books-by-Mail / Talking Book Service collection is in good working order and ready for circulation.

QUALIFICATIONS

- Attention to detail
- Ability to work independently

RESPONSIBILITIES

- Inspecting audiovisual materials to ensure good condition
- Mending
- Advising regarding repair or replacement of damaged materials

SCREENING MEASURES

- Application form
- If a volunteer is working in the library, a criminal record check and two references will be required.

ORIENTATION

Volunteers will be given information about the library and the provincial system, relevant policies and practices, and basic library safety training.

TRAINING

Volunteers will be trained on proper practices for cleaning and repair of Talking Books.

TIME COMMITMENT

Approximately 2-3 hours a week, for an initial term of 3 months with the option to renew

BENEFITS

- Gain experience
- Opportunity to volunteer from home

APPENDIX B EXAMPLES OF VOLUNTEER ASSIGNMENTS

**NEW BRUNSWICK PUBLIC LIBRARY SERVICE
SUMMARY OF VOLUNTEER ASSIGNMENT
Volunteer Translator (Technical Services)**

SUPERVISOR: Enter Supervisor here

MAJOR OBJECTIVE

Volunteers help library staff provide access to multilingual library materials

QUALIFICATIONS

- Knowledge of English or French and a foreign language

RESPONSIBILITIES

- Providing an English or French translation for book titles that are Korean, Chinese, German, etc.

SCREENING MEASURES

- Application form

ORIENTATION

Volunteers will be given information about the library and the provincial system, relevant policies and practices, and basic library safety training.

TRAINING

Volunteers will receive proper direction on tasks to be completed.

TIME COMMITMENT

Approximately 2-3 hours a week, for an initial term of 3 months with the option to renew

BENEFITS

- Gain experience relating to translation services
- Knowledge of library collections

APPENDIX B EXAMPLES OF VOLUNTEER ASSIGNMENTS

NEW BRUNSWICK PUBLIC LIBRARY SERVICE SUMMARY OF VOLUNTEER ASSIGNMENT Adaptive Technology/Alternative Formats Volunteer

SUPERVISOR: Enter Supervisor here

MAJOR OBJECTIVE

Volunteers help patrons use adaptive technologies and alternative formats available in the library

QUALIFICATIONS

- Good interpersonal skills
- Good communication skills
- Knowledge and experience using adaptive technologies such as screen magnifiers and screen readers, speech synthesizers, audio players as well as alternative formats such as downloadable e-books and audio

RESPONSIBILITIES

- Providing assistance to patrons in the use of adaptive technologies and alternative formats available in the library

SCREENING MEASURES

- Application form
- Interview
- Criminal Record Check
- Two references
- Random spot checks
- Feedback from program participants

ORIENTATION

Volunteers will be given information about the library and the provincial system, relevant policies and practices, and basic library safety training.

TRAINING

Volunteers will receive proper direction on tasks to be completed.

TIME COMMITMENT

Approximately 2-3 hours a week, for an initial term of 3 months with the option to renew

BENEFITS

- Gain experience
- Opportunity to meet people in the community

APPENDIX B EXAMPLES OF VOLUNTEER ASSIGNMENTS

NEW BRUNSWICK PUBLIC LIBRARY SERVICE SUMMARY OF VOLUNTEER ASSIGNMENT Gardener

SUPERVISOR: Enter Supervisor here

MAJOR OBJECTIVE

Volunteers help to provide a welcoming and attractive landscape for library users and the community to enjoy.

QUALIFICATIONS

- Experience gardening

RESPONSIBILITIES

- Basic planting and landscaping

PHYSICAL DEMANDS

- Bending, carrying or lifting
- Repetitive tasks

SCREENING MEASURES

- Application form
- Criminal record check
- Two references

ORIENTATION

Volunteers will be given information about municipal responsibilities relating to grounds-keeping and maintenance.

TRAINING

Volunteers will receive proper direction on tasks to be completed.

TIME COMMITMENT

To be determined

BENEFITS

- Gain experience related to gardening and landscaping

APPENDIX B EXAMPLES OF VOLUNTEER ASSIGNMENTS

POLICY 1022

Page 18 of 18

NEW BRUNSWICK PUBLIC LIBRARY SERVICE SUMMARY OF VOLUNTEER ASSIGNMENT Emergency Recovery Volunteer (e.g. Fire or Flood)

SUPERVISOR: Enter Supervisor here

MAJOR OBJECTIVE

Volunteers help the library prepare for re-opening after an incident such as a fire or flood.

QUALIFICATIONS

- Ability to work with others

PHYSICAL DEMANDS

- Bending, carrying, lifting
- Repetitive tasks
- Exposure to air-borne pollutants such as mould and soot.

RESPONSIBILITIES

- Assisting staff with the recovery and/or discard of library materials after a fire or flood based on established procedures

SCREENING MEASURES

- Application form
- If a volunteer is working in the library during open hours, a criminal record check and two references will be required.

ORIENTATION

Volunteers will be given information about recovery procedures relating to library materials.

TRAINING

Volunteers will receive proper direction on tasks to be completed.

TIME COMMITMENT

To be determined.

BENEFITS

- Gain experience