

Information

Full Name*: _____ Date: _____
Last First M.I.

Mailing Address: * _____
Address Apartment/Unit #

City State ZIP Code

Phone: * _____ Email: * _____

Emergency Contact: * _____ Emergency Contact Phone: * _____

Where did you find out about volunteering? * _____

Why do you want to volunteer? * _____

Tell us about your interests, hobbies, skills, or experiences. * _____

Are you interested in hosting programs at the Library? YES NO

Volunteer Qualifications

- Ages 18 and older
- A resident of St John the Baptist Parish
- A passion for community involvement
- Conscientious and reliable
- Friendly attitude
- Strong communication skills
- Can work independently to fulfill assigned tasks

Volunteer Responsibilities

- Be fully engaged in my opportunity, participate to the best of my ability, and demonstrate enthusiasm in my volunteer work.
- Community-Led Programs:
 - All submitted content is original, created, and completed by me or properly cited.
 - Program Summary sheets and project materials must be completed on time.
 - Must communicate openly with the Programming Coordinator regarding program completions, questions, etc.
- Shelf Maintenance:
 - Checks books and other library materials are in good condition;
 - Shelves all library materials in the correct order based on the Dewey Decimal System, and neatly displayed.
 - Reads shelves regularly to ensure materials are in proper order;
 - Shifts books as needed; and
 - Performs light housekeeping tasks as assigned.
 - Brings misplaced books to the circulation desk for scanning for library-use count.
- Event Set-up/Clean-Up:
 - Help library staff prepare for a library program or special event by setting up chairs, tables, and refreshment stations, preparing and organizing program supplies, and/or cleaning up afterward.

St. John the Baptist Parish Library (SJBPL) Volunteer Services Policy Requirements

- Applicants 18 or older must consent to an annual criminal background check for working with youth.
- Applicants cannot apply for court-ordered volunteer hours.
- Abide by the policies set forth by SJBPL.
- Attend an orientation.
- Must adhere to the volunteer work schedule.
- Must agree that SJBPL and/or St. John the Baptist Parish will not be held liable for injuries sustained by the applicant while fulfilling volunteer duties.
- Agree to accept release from assignment if conduct or performance is unsatisfactory.

By checking this box, you agree to comply with the policy above.

Acknowledgment, Waiver, and Release

Please review and check all the acknowledgments below and provide an electronic signature below.

I acknowledge and understand that I am volunteering my services to the program without any express or implied promise from SJBPL to compensate me for my services. *

I acknowledge and understand that I am not an employee of SJBPL nor entitled to any benefits typically associated with employment. I acknowledge and understand that there is no guarantee of future employment with SJBPL. *

I acknowledge and understand that I must follow the rules and regulations of SJBPL to the best of my ability, including, but not limited to, providing timely notice if I am sick and unable to attend and arrive at the Library as scheduled.

I acknowledge and understand that my volunteer services can be terminated at any time by either SJBPL or me. *

I acknowledge and understand that I will participate in the program at my own risk. I affirm that I am physically fit and prepared to perform services. I will not create an unsafe situation for myself or others, nor will I use any tool or engage in any task I am not entirely comfortable with. I will abide by library policies and the directions of the Program Coordinator or Branch Supervisor. *

I grant SJBPL full permission to use photographs, videos, quotes, etc., to promote the Library. *

I ACKNOWLEDGE and UNDERSTAND that I represent and warrant that I have never been charged with or convicted of violating any criminal statute, whether felony or misdemeanor (excluding traffic violations). I authorize the SJBPL to research my background for criminal history as necessary. *

Disclaimer and Signature

- *I certify that my answers are accurate and complete to the best of my knowledge.*
- *I understand that any work submitted becomes the Library's property and is used in our programming, publications, and social media.*

Signature: * _____ Date: * _____