

WHITE HAVEN AREA COMMUNITY LIBRARY
P.O. Box 57, White Haven, PA 18661
VOLUNTEER APPLICATION (Please PRINT)

Name _____ Date _____

Complete Address _____

Phone _____ Cell _____ Email _____

Occupation _____ Major Interests or Skills _____

Volunteer Experience _____

Please check all areas of interest:

Desk Volunteer* _____

Responsibilities include assisting patrons checking in and out as well as locating materials on shelves; cataloging and preparing books and materials for distribution; repairing/cleaning returned books; reshelving books; straightening and simple shelf dusting; helping visitors with questions regarding our area; maintaining displays in the visitors' center

Building Fund Committee _____

Responsibilities include the planning, organizing and implementing capital fund raising campaigns to compete the engine House construction and provide for ongoing capital improvements; indentifying and applying for grants;

Fund Raising Committee _____

Responsibilities include all general fund raising activities which provide income for operational and program costs

Operations Committee _____

Responsibilities include creating operational policy for Board approval; volunteer recruitment and training; overseeing and scheduling the desk volunteers; managing the procurement and disposal of books and materials

Education Committee* _____

Responsibilities include adult and children program development, scheduling and implementation of programs; identifying and applying for grants; keeping current with library and educational policies that may impact the library functions

Publicity Committee _____

Responsibilities include producing the quarterly newsletters; updating the Facebook and website pages; providing publicity of all major events, programs and fund raising activities through newspapers, flyers, and PSAs; maintaining current mailing lists databases

Technology Committee _____

Responsibilities include researching and recommending needed technology to the Board, which will enhance the operations of the library and meet the needs of the patrons; provide service to the equipment, if feasible

Building & Grounds Committee _____

Responsibilities include providing maintenance and upkeep of the Engine House building as well as the outside grounds; purchasing supplies for its care and maintenance; recommending purchases and/ or services required for the maintenance.

Finance Committee _____

Responsibilities include developing the annual budget prior to January 1; developing income based initiatives to assist in the financing of the library's operations; acting as an oversight body and advisory entity to the Treasurer and the Board

*Volunteers working with children must submit State Police and Child Abuse Clearances. Completed documentation will indicate a reimbursement be made to the volunteer by the library.

For more information, contact any of the following people:

Charlotte Carter- 443-8723; Jill Bauersfeld- 443-7023; Kathy Spolowich- 443-9482; John Toft: 443-7130; Deb D'Angola:401-7169
Diane Lamson-443-7188; Carrie Greenberg- 443-8199; Patty Horn- 443-8867; Renee Monahan- 443-8274
JulieAnne Anderton- 443-8457; Molly Brobst- 570-956-6251;Carissa Longo- 443-9771; Pat Heaman- 443-8240