



Volunteer

Round Lake Area Public Library
906 Hart Road
Round Lake, IL 60073
(847) 546-7060, ext. 110

O p p o r t u n i t i e s

Volunteer Positions Available as of August 1, 2010

(All positions require a 2 hour commitment unless otherwise noted in description.)

□ CIRCULATION

Circulation Support: We could use your help making phone calls to patrons to notify them their reserved item is ready for pickup. Need to have excellent phone skills, good customer service, be accurate with numbers and alphabet, be well organized, have great attention to detail, and ability to work independently. Spanish a plus, but not necessary. Must be 18 years or older. The work is done daily, Monday through Friday, between 11:00 a.m. to 1:00 p.m. and requires a 3 month commitment.

□ ADULT SERVICES

Spanish Speaking – Volunteer Computer Instructor: We are seeking a bilingual computer class instructor to teach adult members of the community basic computer literacy, internet web surfing, and web searching skills. Classes will be approximately 1 ½ to 2 hours and will be held on Saturday mornings or weekday evenings based on availability.

The perfect volunteer instructor will need to meet the following requirements:

- Moderate to advance computer literacy, including MS Word, MS Excel, MS Publisher, and the Internet
- Good communication and time management skills
- Confidence in speaking to a classroom size of approximately 4 to 8 students
- Ability to develop or adapt course curriculum and lessons.

Training will be provided on the curriculum, classroom equipment, and scheduling classes. Teaching materials and computers for the classes will be provided. We are asking for a 6 month commitment.

□ SHELVING DEPARTMENT

Shelf Readers: We could use help in keeping our shelves dust free and library materials in order for our patrons to find materials easily! To “shelf read” means to review every item to ensure it is in its correct place on the shelf. On a weekly basis, volunteers will be assigned a section the library collection to dust, shelf read, and straighten. Volunteers must be able to work accurately with numbers and alphabet, work quietly, independently and have great attention to detail. This position requires some bending, reaching overhead, standing on step-stool and standing for periods at a time. Flexible schedule. Requires 2 hour shift.

□ ADMINISTRATIVE

File clerk: If you can alphabetize, have a keen attention to detail, meticulous in your habits we would welcome your help with our filing. As a file clerk you will need to be able to file papers by alphabet or numerical order. The work is light but involves standing, sitting, walking, reaching, pulling, lifting, and bending. You may be asked to eliminate files, throw away old items, and prepare new folders when needed. Must be able to work independently and attention to detail is a must. If you could help us two or three weekday mornings for 2 hours each day, we would be very grateful.

Plant Care Specialist: Do you have a love for indoor plants? We are looking for a plant expert to keep plants in the public area of the Library looking good. Duties include watering, trimming, fertilizing and repotting plants as needed. Dust and wipe plant leaves on a regular basis. Volunteers need to be able to work quietly, independently, and have experience in caring for indoor plants. This position requires the ability to lift pots and watering canisters. Flexible schedule. Requires a minimum 2 hours per week.