



Natrona County Public Library

307 East Second Street • Casper, Wyoming 82601

(307) 577-READ

www.natronacountylibrary.org

TEEN VOLUNTEERS

Do you enjoy the library? Would you like to help us make the library an even better place to be? We have short- and long-term projects to fit your schedule.

- ___ **1. Adopt a Shelf.** Choose a section that interests you and help to keep it in order.
- ___ **2. Aide.** Help our staff with filing, mailings, copying, dusting, word processing, or materials washing.
- ___ **3. Bulletin Board Designer.** Plan a creative bulletin board or book display around a monthly theme.
- ___ **4. Distribution.** Deliver library information in the community, put up posters, distribute fliers, etc. (Vehicle and license required.)
- ___ **5. Special Events.** Help with special programs at the library, especially ones for children and teens.
- ___ **6. Your Ideas.** If you have an idea for something you could do for the library that is not on this form, let's talk about it!

Volunteers under age 14 must provide their own adult supervision.

~~~Please fill out this form and return it to the circulation desk.~~~

**Thank you for your interest!**

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Birthday: \_\_\_\_\_

Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Parent or Guardian's Name and Phone: \_\_\_\_\_

Best time to reach you: AM or PM

Special skills: \_\_\_\_\_

Why do you want to volunteer at the library? \_\_\_\_\_

How long do you want to volunteer? \_\_\_\_\_

# Volunteer Skills and Preferences Checklist

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## **Library/Nonprofit**

Previous library experience: \_\_\_\_\_

Previous volunteer experience: \_\_\_\_\_

Planning or assisting with special events

Fund-raising

## **Working with People**

Assist children

Assist older adults

Assist patrons with special needs

Coordinate or manage

Public speaking

## **Arts and Crafts**

Photography

Storytelling

Displays

Painting, drawing, sculpture, etc.

## **Computers**

Microsoft Office

Photo editing, graphics and web design

Internet, email and search engines

## **Teaching**

Experience or interest teaching:

Adults

High school ages

Middle school ages

Elementary school ages

Preschool ages

Adults or children with special needs

## **Languages**

Speak or read foreign language: \_\_\_\_\_

Interpret foreign language: \_\_\_\_\_

Sign language

## **Local History**

Knowledge of city, county or state history

Museum or archive experience

Interest in genealogy and family histories

## **Research/Writing**

Web research

Writing articles

Researching special topics

## **Office/Clerical**

Mass mailings

Filing and sorting

Making phone calls

Typing

Organizing information into a database

## **Physical Tasks and Work Environment**

Lift, carry and push heavy objects

Stand, bend and reach

Independent projects

High level of patience

Enjoy interacting with the public

Prefer:

Repetition and attention to detail

Doing something different every time

Prefer:

Working alone

Working with others

Prefer:

Working a set time each week/month

Working when needed (on-call status)

Prefer:

Working from home

Working at library or in the community

## **Other**

Please list: \_\_\_\_\_

Please list: \_\_\_\_\_