



VOLUNTEER PROGRAM AND GUIDELINES

Thank you for deciding to volunteer in the Poughkeepsie Public Library District. We welcome your involvement in our service to the community. The Library District's volunteers are an important extension of our staff and perform a wide variety of tasks that are important to the institution. The following guidelines are designed to promote a positive experience.

Levels of Volunteering

- **Adults:** As you will see in the following pages, the Library District offers a range of positions that involve varying degrees of commitment. Whether you want to be involved on a weekly basis or simply be available in the event of an urgent need, we welcome your involvement.
- **Teens:** Whether you wish to be involved throughout the year, or simply to make up a shortage in your school service credits, we will make every effort to accommodate you. However, it is highly advisable to contact the Library District as early in the school year as possible since there is an increased demand for volunteer positions toward the end of the school year. Generally, the Library District will accept applications for high school service credit between September 1 and December 31. Applications received after January 1 will not be considered. There are two applications for teens to consider: the Teen Volunteer Form (for ongoing volunteering) or the Short Term Volunteer Application (for short term volunteering designed to fulfill school-required community service). Generally, teen volunteers must be 14 or older in order to perform service.
- **Community Service:** For those who are assigned a specific period of community service in order to satisfy a judicial obligation, the Library District will assign daily tasks on or around Library District property until the required number of hours are completed.

Guidelines for Volunteers

- Each volunteer is required to wear a volunteer badge.
- All volunteers must complete an age-appropriate training for compliance with New York State laws regarding sexual harassment awareness and prevention.
- All volunteers are registered by completing an application form.
- All personal information about the volunteer is for internal use only.
- All volunteers will be required to attend an initial training and orientation session.
- Volunteers will make note of time donated in the Volunteer Notebook.
- Written parental permission will be needed for any volunteers who are under the age of 18.
- Volunteers will be covered, with respect to liability insurance, in relation to their duties.
- Volunteers should expect to fulfill a commitment agreed upon with the Library District. All volunteers serve six-month renewable appointments. The Library District reserves the right to terminate a volunteer during any six-month appointment or opt to not renew the appointment after six-months.
- All volunteers working with the public will be assigned tasks in public areas.
- Volunteers are responsible for maintaining the confidentiality of ALL Library District information. Failure to maintain confidentiality will result in immediate termination of the volunteer.
- The Library District will, upon request, provide letters of reference for the volunteer, if deemed appropriate.
- Volunteers will not be used to replace or reduce the number of paid staff.
- Volunteers are encouraged to follow the Library District's dress code.



VOLUNTEER PROGRAM AND GUIDELINES

Book Discussion Group Leader

Hours: Variable

Supervisor: Adult Programs Coordinators

Objective: To facilitate discussion of books that may be of particular interest to other patrons.

The person in this position will be responsible for:

- Consulting with staff to choose materials to read
- Arranging for copies of books to be available for discussion
- Leading the group in the discussion

Desired Qualifications/Skills:

- Detailed knowledge of a particular subject and/or book that is likely to appeal to a significant number of library patrons
- Previous experience of public speaking and/or leading a group discussion
- Ability to interact well with others

Training: Not applicable



VOLUNTEER PROGRAM AND GUIDELINES

Computer Lab Assistant

Hours: 2 – 10 hours per week, to be decided in consultation with the volunteer

Supervisor: Technology Instructor or Library Assistant

Objective: Assist patrons with computer issues and education.

The person in this position will be responsible for:

- Assisting groups of patrons during 2-hour labs and/or classes

Desired Qualifications/Skills

- Good Computer skills
- Able to give simple computer instructions
- Willingness to learn about unfamiliar technology
- Good interpersonal skills
- Attention to detail
- Ability to work in a busy and crowded environment
- Can work with other volunteers or staff
- Follows directions
- Discretion while interacting with patrons

Training

- An orientation will be provided by a Library District staff member at the time of placement
- On-the-job training will be provided



VOLUNTEER PROGRAM AND GUIDELINES

ESOL Conversation Group Leader

Hours: 60 – 90 minutes per week

Supervisor: Adult Services Librarian

Objective: Poughkeepsie is home to a wide range of immigrants from many parts of the world. You can help your neighbors practice their English-speaking skills by leading a small ESOL (English for Speakers of Other Languages) conversation groups.

The person in this position will:

- Select appropriate sources and materials for discussion
- Lead small conversation groups, providing direction and facilitating focus on selected topics for discussion
- Conduct educational or interactive exercises with individuals and/or groups
- Promote the use of library resources by referring students to specialists at the Library, when appropriate

Desired Qualifications/Skills:

- A strong commitment to helping people learn to speak English
- A friendly and approachable manner
- Ability to get along with a diverse group of people
- Excellent communication skills

Training:

- An orientation will be provided by the Volunteer Coordinator at the time of placement
- On-the-job training will be provided



VOLUNTEER PROGRAM AND GUIDELINES

Children's Programming Assistant

Hours: Weekly, mornings and afternoons

Supervisor: Head of Youth Services

Objective: To help manage the children's programs and to maintain order in the program room.

The person in this position will be responsible for:

- Help monitor program space
- Aid with refreshments and clean up afterwards
- Assist with reservation list

Desired Qualifications/Skills:

- Ability to withstand multi-sensory experiences
- Comfortable with pre-school and elementary school age children
- Alphabetize books and understand Dewey decimal system of organization
- Successful completion of placement test (alphabetize and put books in numeric order)



VOLUNTEER PROGRAM AND GUIDELINES

Events Assistant

Hours: As needed

Supervisor: Various

Objective: To help ensure the success of major events organized by the Library District.

The person in this position will be responsible for:

- Assisting in the preparation and execution of special events
- Working with Library District staff members to ensure that everything is in place

Desired Qualifications/Skills:

- Ability to work in a busy crowded environment
- Can interact well with the public

Training:

- An orientation will be provided at the time of placement
- On-the-job training will be provided



VOLUNTEER PROGRAM AND GUIDELINES

Homework Helper

Hours: Afternoons between 3 – 5:30 pm

Supervisor: Head of Youth Services

Objective: To assist elementary students in grades 1 – 6 with homework assignments in the Adriance Children's Room.

Please Note: Teens must complete the *Homework Tutor (Ages 13 – 18)* application that is available in the Children's Room, not the Volunteer Application. If you are interested, contact the Children's Room at 845-485-3445 x 3320.

Desired Qualifications/Skills:

- Relevant knowledge and/or experience with elementary school subject areas.
- Comfortable with elementary-age children.
- Ability to work in a busy and crowded environment.
- Can interact well with the public.

Training:

- An orientation will be provided at time of placement.



VOLUNTEER PROGRAM AND GUIDELINES

Technical Services Assistant

Hours: 2 – 4 hours per week

Supervisor: Technical Services Staff

Objective: To assist in the repair of library materials.

The person in this position will be responsible for:

- Book mending
- Replacing spine labels
- Recovering book jackets
- Processing donated materials

Desired Qualifications/Skills:

- Good interpersonal skills
- Attention to detail
- Ability to work in a busy and crowded environment
- Can work with other volunteers or staff
- Follow directions

Training:

- An orientation will be provided by a Library District staff member at the time of placement
- On-the-job training will be provided



VOLUNTEER PROGRAM AND GUIDELINES

Teen Area Monitor – Boardman Road

Hours: Up to 10 hours per week (2pm – 4pm; Monday through Friday)

Supervisor: Head of Branch & Extension Services

Objective: To assist with the monitoring of teens in an after school environment.

The person in this position will be responsible for:

- Checking in teen patrons
- Assisting Security with behavior management, if needed
- Maintaining a welcoming but appropriate after school environment

Desired Qualifications/Skills:

- Good interpersonal skills
- Attention to detail
- Ability to effectively work with teenagers
- Follow directions

Training:

- An orientation will be provided by a Library District staff member at the time of placement
- On-the-job training will be provided