



Volunteer Needs & Opportunities • 2011-12

The Friends of the Library (FOL) is an **all-volunteer organization** that works to help expand and improve the St. Cloud Public Library, which serves as the headquarters for all of the 32 libraries in the six-county Great River Regional Library system. Every enhancement to the St. Cloud branch benefits patrons of all ages throughout our region. Revenue from Bookstore sales, FOL memberships, our fundraising events (e.g., annual brat sales, semi-annual “Bags of Books” sales, Barnes & Noble Bookfairs) – along with patrons’ donations – are all designated for support of new acquisitions to the library’s collections and to library-sponsored programs, with a special emphasis on literary-related events for children and teens.

Please consider becoming a Friends Bookstore volunteer. *Your library needs you!*

Qualifications

- Interest in promoting the library, books, and reading-related activities
- Commitment to adhering to a biweekly work schedule (or serving as an on-call substitute)
- Enjoyment of working with the general public
- Ability to manage cash, make change, and account for Bookstore sales
- Ability to stock shelves, as needed

Responsibilities

- Assist customers in finding books or other materials
- Restock and straighten book shelves and other in-store displays
- Accept appropriate donations (books, CDs, DVDs, and current magazines)
- Sort through donated magazines; recycle out-of-date issues
- Find a replacement from the “substitutes list” if you’re unable to work as scheduled
- Review the “What’s New” manual for up-to-date notices about changes in Bookstore procedures or merchandise
- Act as a representative of the FOL and promote its purposes

Availability & Hours of Operation

Desired commitments (one year each) include:

- A two-hour shift on weekdays – every other week; (and/or)
- A three-hour shift on Saturdays – every other week; (and/or)
- A willingness to be placed on the “substitutes list” to volunteer, as needed

Schedules are prepared and distributed every three months.

Current Bookstore hours are:

Monday, 10 am to 8 pm; **Tuesday through Friday**, 10 am to 6 pm; and **Saturday**, 10 am to 4 pm.

Orientation & Training

- Orientation and training sessions are held on site with the Bookstore manager and an experienced volunteer.
- Following the orientation session, new volunteers are expected to work one to two shifts with an experienced volunteer.
- Additional orientation shifts may be scheduled as needed.

Questions? Please contact us!

E-mail the Bookstore Volunteer Coordinator at: stcloudfriends@gmail.com

(or)

Theresa Theisen at tathaisen1@yahoo.com (Telephone 320-251-4267)

* * * * *

NOTE:

Please retain a copy of the attached Volunteer Application Form for your own records. **Thank you!**

Volunteer Application Form • 2011-12

Name *[please print]* _____ Date of Birth (___/___/___)

Address _____ City/State _____ Zip _____

Telephone(s): Home (____) ____-____ Cell (____) ____-____ Work (____) ____-____

E-mail _____

Please provide a brief description of your previous work or volunteer experience.

What Friends Bookstore volunteer opportunities would you like to fulfill? *[Please check all that apply.]*

- Staffing the store on **Mon:** ___ 10 am to noon ___ Noon to 2 pm ___ 2 to 4 pm ___ 4 to 6 pm ___ 6 to 8 pm
- Staffing the store on **Tues:** ___ 10 am to noon ___ Noon to 2 pm ___ 2 to 4 pm ___ 4 to 6 pm
- Staffing the store on **Wed:** ___ 10 am to noon ___ Noon to 2 pm ___ 2 to 4 pm ___ 4 to 6 pm
- Staffing the store on **Thur:** ___ 10 am to noon ___ Noon to 2 pm ___ 2 to 4 pm ___ 4 to 6 pm
- Staffing the store on **Fri:** ___ 10 am to noon ___ Noon to 2 pm ___ 2 to 4 pm ___ 4 to 6 pm
- Staffing the store on **Sat:** ___ 10 am to 1 pm ___ 1 to 4 pm

Serving as a substitute on these preferred days and times: _____

Helping to sort, price and shelve new materials as needed (two to four hours per month)

Helping to prepare materials for special Bookstore sales or promotions (twice a year)

With what other projects would you like to help the FOL to support our libraries? *[Please check all that apply.]*

- Filling a two-hour (or more) slot at our annual fundraising Brat Sale in St. Cloud/Waite Park.
- Working from my home computer, as needed, to communicate with FOL volunteers and members
- Placing my name into consideration for future vacancies on the St. Cloud FOL executive board (two-year terms).

What's Your Emergency Contact Information? *[for internal use only]*

Name *[please print]* _____ Relationship _____

Address _____ City/State _____ Zip _____

Telephone(s): Home (____) ____-____ Cell (____) ____-____ Work (____) ____-____

E-mail _____

I understand that I must attend one orientation session and one training session before I can begin to volunteer in the Friends Bookstore or related areas at the St. Cloud Public Library.

[Signature] _____ [Date] _____

Please mail your application to: Theresa Theisen, Volunteer Coordinator
St. Cloud Friends of the Library
1300 West St. Germain
St. Cloud, MN 56301

[You may also leave it with the Bookstore volunteer on duty or place it in the drop box at the Bookstore entrance.]