
Volunteer Application:

Sevier County Public
Library System

Children's/Teen's Volunteer:

Volunteer Qualifications:

Ability to give friendly, helpful service to children and families of all kinds

Ability to communicate effectively with patrons and staff

Requires a working knowledge of the principals and practices of the Children's and Teen Center

Requires sound judgment, initiative, tact and courtesy, attention to detail, and the ability to work as a team with a small staff, making adjustments to best meet the needs of the patron's/children's/teen's

Requires a thorough knowledge of children's literature and appropriate techniques for working with children

Volunteer Needs:

Greets children and teens to the centers

Assists staff with children's story time and children and teen programs

Instructs and assists children and teens needing help on library computers

Helps with homework of children and teens

Helps staff supervise children and teens after school hours in both centers

Shelves, reads, and organizes materials in children's/teen's collection

Repairs books

Cover books

Clean/pick up books and other items in children's and teen areas when needed

Performs additional duties as assigned

Volunteer Application:

Main Library Volunteer:

Volunteer Qualifications:

Ability to give friendly, helpful service

Ability to communicate effectively with patrons and staff

Requires a working knowledge of the principals and practices of the Sevier County Public Library

Requires sound judgment, initiative, tact and courtesy, attention to detail, and the ability to work as a team with a small staff, making adjustments to best meet the needs of the patron's

Volunteer Needs for Sevierville/Seymour/Kodak:

Greets, assists, and refers library users according to their needs

Makes recommendations for improvements in services and collection to staff

Selects and delivers books to homebound patrons

Shelves, reads, and organizes materials collection

Weeds and withdraws material from the collection with librarians help and permission

Creates and maintains displays and bibliographies, brochures, and book reviews

Repairs books

Covers books

Catalogs and processes new books

Performs a wide range of public contact duties for programs and events

Helps schedule, plan and conduct programs and events for patrons and new volunteers

Performs additional duties as assigned

Volunteer Application:

KFL History Center Volunteer:

Volunteer Qualifications:

Ability to give friendly, helpful service

Ability to communicate effectively with patrons and staff

Requires a working knowledge of the principals and practices of the Sevier County Public Library History Center

Requires sound judgment, initiative, tact and courtesy, attention to detail, and the ability to work as a team with a small staff, making adjustments to best meet the needs of the patrons

Skill in organizing resources and establishing priorities

Volunteer Needs:

Helps answer reference questions in History Center

Promotes library services

Helps staff teach patrons to effectively use the History Center library resources

Assists patrons in computer usage

Assists with the planning and implementation of programs for the History Center

Shelves, reads, and organizes materials collection

Helps with filing of documents and information

Helps staff with development of the library's archival collections

Helps patrons and staff with genealogy needs

Helps advise and assist researchers in the locating and using archival materials in the History Center

Performs additional duties as assigned

Volunteer Application:

Contact Information:

Name:

Street Address:

City and Zip Code:

Home Phone Number:

Work Phone Number:

E-Mail Address:

Date of Birth:

Please NOTE: All volunteers will receive a background check. All contact information is confidential.

Person to Notify in Case of Emergency:

Name:

Street Address:

City and Zip Code:

Home Phone Number:

Work Phone Number:

E-Mail Address:

Please NOTE: All contact information is confidential.

Availability:

Length of Commitment:

Hours and Days Available:

During which hours are you available for volunteer assignments?

_____ Weekday Mornings

_____ Weekend Mornings

_____ Weekday Afternoons

_____ Weekend Afternoons

_____ Weekday Evenings

_____ Weekend Evenings

Volunteer Location:

At which branch are you interested in volunteering:

King Family Library (Sevierville)_____ Seymour_____ Kodak_____

Volunteer Application:

Interests:

Tell us in which area(s) you are interested in volunteering:

NOTE: Not all volunteer positions may be available at the time of your application.

- | | | |
|---|--|--------------------------------|
| <input type="checkbox"/> Events | <input type="checkbox"/> Childrens/Teens | <input type="checkbox"/> Other |
| <input type="checkbox"/> Shelving/Stacks | <input type="checkbox"/> History Center | |
| <input type="checkbox"/> Information Desk | <input type="checkbox"/> Assist Computer Classes | |
| <input type="checkbox"/> Computer Help Desk | <input type="checkbox"/> Fundraising | |
| <input type="checkbox"/> Booksale/Donations | <input type="checkbox"/> Public Relations | |

Additional Information:

Would your volunteer hours be considered required community service? If so, please explain:

NOTE: This does not necessarily disqualify you from volunteering.

Special Skills or Qualifications:

Summarize special skills and qualifications you have acquired from employment or previous volunteer work, or through other activities, including hobbies or sports.

Previous Volunteer Experience:

Summarize your previous volunteer experience.

If Teen Volunteer ONLY: Would you like to become a member of TAG? Yes or No

Volunteer Application:

Agreement and Signature:

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (Printed): _____

Signature: _____

Date: _____

Parent Agreement and Signature for Volunteers Under 18:

I give my teen, _____ permission to volunteer at the Sevier County Public Library System. By my signature, I give permission for my teen to participate in the SCPLS Volunteer Program outlined in the Volunteer Application. I do not hold the Library responsible for any problems that may arise that are out of the Libraries control.

Name (Printed): _____

Signature: _____

Date: _____

Volunteer Application:

References:

Name:

Street Address:

City and Zip Code:

Home Phone Number:

Work Phone Number:

E-Mail Address:

References:

Name:

Street Address:

City and Zip Code:

Home Phone Number:

Work Phone Number:

E-Mail Address:

References:

Name:

Street Address:

City and Zip Code:

Home Phone Number:

Work Phone Number:

E-Mail Address: