

# Volunteer Application

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Sevier County  
Public Library System

## **Volunteer Qualifications**

- Ability to give friendly, helpful service to all patrons
- Ability to communicate effectively with patrons and staff
- Requires a working knowledge of the principles and practices of the Sevier County Public Library System
- 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.

## **Volunteer Needs**

- Greet, assist, and refer library users according to their needs
- Make recommendations for improvements in services and collection to staff
- Shelve, read, and organize material collections
- Assist staff with collection development tasks with librarians' help and permission
- Create and maintain displays
- Repair books
- Cover books
- Select and deliver books to homebound patrons
- Perform a wide range of public contact duties for programs and events
- Help plan, schedule, and conduct programs and events for patrons and new volunteers
- Perform additional duties as assigned

### **Additional Needs for History Center:**

- Help file documents and information
- Help patrons and staff with genealogical needs
- Help advise and assist researchers in locating and using archival materials

## Contact Information:

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

Street Address: \_\_\_\_\_

City and Zip Code: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Please NOTE: 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(es) are you interested in volunteering:**

King Family Library (Sevierville) \_\_\_\_\_ Seymour \_\_\_\_\_ Kodak \_\_\_\_\_

## 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.**

Events

History Center

Shelving/Stacks

Fundraising

Assist Computer Classes

Public Relations

Childrens/Teens

Other

Booksale/Donations

## 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.**

## 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 my 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 Library's control.

Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_

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

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:

**If you are volunteering with a particular group/organization, please list the main person of contact for the organization under Reference 1. Please list the name of the organization below:**

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