

**Department:** Volunteer Services

**Supervisor:** Volunteer Coordinator, *Jessica Link*

### **The reason we need you.**

It's okay to brag. Cedar Rapids has two beautiful Library facilities! These fantastic buildings welcome all people in its doors. And we love the fact that they come – to read, to access technology, to attend programs, to connect with each other. However, with all these people using the Library, it is often in need of a spruce up.

You can keep us looking good! Our Clean Team volunteers keep the Library in tip-top shape by dusting and straightening shelves, tidying displays, straightening furniture, maintaining our technology areas, and spot cleaning on specific projects. With this flexible volunteer opportunity, you can volunteer on your schedule to help keep Ladd Library and the Downtown Library as beautiful as they were on opening day. And that is definitely something to brag about!

### **You might be the right volunteer if...**

- You consider the Library to be your own little slice of heaven. Any excuse to spend extra time with us is a good excuse.
- You enjoy working independently and can stay focused on the task at hand.
- You like keeping busy and taking initiative in tackling projects.
- For you, everything has a place...and it is satisfying to put it there!
- You are comfortable working in a public space and interacting with all kinds of people.
  - You are happy to provide general answers (“The bathroom is that-a-way”) or refer a patron to the right staff resource.
- You like to be on your feet. You feel good walking, reaching, kneeling, squatting, bending, pushing a cart, and lifting light loads.
- You have time to volunteer, but it varies each week. You need an opportunity that is extremely flexible.

### **This job will allow you to:**

- Maintain order and organization in your little part of the Library world.
- Demonstrate your skills as an independent worker.
- Work as a team (*optional*).
  - Got a couple of friends/family members/co-workers who want to volunteer as a team? This is a great opportunity to work together!
- Keep active and moving.
- Craft a volunteer opportunity as flexible as you need it to be. One week you're in on Tuesday morning and the next you're here Saturday afternoon? Works for us!
- Become knowledgeable about the Library facility and its many resources.
- Get to know the Library staff for the excellent, friendly resource that they are.
- Provide a valuable resource to the Library in saving time for our staff to dedicate to larger, more complex projects that benefit the community.
- Give back to your community through volunteer service.

### **What you bring to the table:**

- A passion for clean spaces and attention to detail.
- The desire to successfully work independently.
- Light housekeeping skills – cleaning, dusting, straightening, vacuuming, washing, etc.
- A positive, “can-do” attitude that has you excited to walk in the Library’s door and get started.
- Ability to follow written and verbal instructions.
- Ability to walk, bend, reach, squat, lift and carry up to 20 lbs., and push a cart up to 60 lbs.

### **Your time commitment.**

- A 3 month commitment for a minimum of 1 hour a week. We will work together to set some flexible parameters. Then, you can schedule your time at your own convenience.
- Attend an initial Library orientation – 2 hours.
- Attend a training session specific to your duties – 1 hour.
- Receive on-going training and support – as requested/needed.
- No required end date – stay as long as you like!

### **We are guided by our principles.**

- Intellectual Freedom: We are committed to the free and open exchange of ideas. We facilitate your access to information free of judgment.
- Privacy: We protect your information and your right to privacy.
- Equity: Our Library is for everyone. You are welcome here.

### **What makes the Cedar Rapids Public Library special?**

The Cedar Rapids Public Library’s vision is to connect people to information, experiences, and services that enhance their quality of life so our community can learn, enjoy, and thrive. We are a beacon of literacy to all who seek knowledge and understanding. We are compassionate navigators to the information, resources, and entertainment you seek. We are your Library.

The CRPL Volunteer Program develops exceptional volunteer opportunities to support and enrich the Library through community engagement. Our vision is a collaborative environment that encourages community members to work towards an outstanding Library experience.