

VOLUNTEER JOB DESCRIPTION

Volunteer Corps

Department: Volunteer Services

Supervisor: Volunteer Coordinator, *Jessica Link*

The reason we need you.

Do you have the desire to volunteer but struggle with being able to make a regular commitment? Are you excited to get involved at the Library but worried about making a weekly obligation? Look no further - we have the perfect opportunity for you!

Join our on-call Volunteer Corps and be eligible to help at special programs and events. The Volunteer Corps go through the regular volunteer process, but are contacted on an as-needed basis for events such as children craft programs, holiday parties, teen cooking events, adult speaker series, summer reading programs, and special community events. Many of our programs fall during evening hours or on the weekends.

Join our crew, and we'll call you when the right opportunity should arise. You can say "YES" as often as you like...but rest assured that saying "no" is also an option!

You might be the right volunteer if...

- You want to be a part of the Library and find your own way to give back!
- Your life is pretty busy, but you like to be busy! You want to say "yes" when you're available because you value being involved.
- You are a flexible person and can go with the flow based on the Library's changing needs at an event.
- You enjoy working with a diverse group of people – both your fellow volunteers and the public you serve.
- You consider the Library to be your own little slice of heaven. Any excuse to spend extra time at the Library is a good excuse!

This job will allow you to:

- Craft a volunteer opportunity as flexible as you need it to be! We will contact you when an opportunity is available. You can determine if it is the right fit for you and your schedule.
- Volunteer as a family – many of our opportunities are a great fit for parents and children to work together!
- Get a backstage pass to the events at which you volunteer.
- Get to know the Library staff for the excellent, friendly resource that they are.
- Become knowledgeable about the Library facility and its many resources.
- 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 friendly, open attitude that provides a great impression of the Library to our patrons.
- Reliability – we are counting on you to help our programs and events run smoothly. Your commitment makes a difference to our staff, your fellow volunteers, and to the people who count on the library.
- A positive, "can-do" attitude that has you excited to walk in the Library's door and get started.
- The ability to work as part of a team.
- Ability to read, write, and follow written and verbal instructions.

Your time commitment.

- To be an active Volunteer Corps member, you must volunteer a minimum of two times per year. Time commitments vary based on the event. Select the opportunity that works best for you!
- Attend an initial Library orientation – 2 hours.
- Attend a training specific to your duties – as needed – most roles have on-site training right before an event.
- Receive on-going training and support – as requested/needed.
- No required end date – volunteer as often and 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.