



Fall Volunteer Opportunities at the Library!

September - November 2009

Friends Book Sale Volunteers

Help the Friends set up and clean up before and after the Book Sale.

- **Fri, Oct 23, 9 a.m. – 3 p.m. – Set-up: unpack boxes of books, sort and place on tables**
- **Sun, Oct. 25, 3 - 5 p.m. – Clean up: help pack unsold books, take down tables.**

Adult Literacy Tutors

Share your love of reading. Tutor an adult once a week for 2 hours. Work one-on-one with an adult to improve their reading, writing, comprehensive or English language skills. No teaching experience required. Training is required and provided, and all sessions must be attended.

Thursdays: Oct. 8, 15, 22, from 10 a.m. - 1 p.m. at Penrose Library

Pre-registration required. Complete a LitSource volunteer application and return to LitSource Office at Penrose Library.

Talk English Facilitators – Penrose Library

Meet community members from around the world. Facilitate weekly TALK English! groups. Provide adult English language learners with a friendly and supportive place to practice informal social conversation. Training provided.

- **Saturday, Sept. 12 from 10 a.m. – 1 p.m.**

Pre-registration required. Complete a LitSource volunteer application and return to LitSource Office at Penrose Library.

Job Help Center Volunteers

Provide one-on-one help to customers seeking job information

- Show customers how to register with Pikes Peak Workforce Center, create online resumes
- Answer questions related to job searches
- Show customers job-related databases, computer links, and class offerings

Sand Creek Branch in Job Center or at branches in computer labs. Training and schedule will vary with location.

Outreach/Event Representatives

Represent the library at malls, community/shopping/senior/daycare centers, schools, parks, expo centers, community parades, etc.

- Provide library cards and information about library events and services
- Ability to express enthusiasm about the library and approach, interest and engage citizens in conversation about the library

2-4 hour shifts, weekends, or holidays, once or twice a month.

Friends Book Sorters

Volunteers are needed to sort and box donations of books to be sold at Friends Book Sales.

- Must be able to push a book cart loaded with books, bend, stoop, and lift 30 lbs.
- Knowledge of literature and current authors is helpful.

East Library and Cheyenne Branch - weekdays

Friends Bookstore Clerks/Cashiers

Ring up book sales, accept book donations, price and shelve magazines

- Answer customer questions and provide directions
- Operate cash register for Book Sale: Oct. 23-27
- Clean and shelve "better" books
- Encourage membership in Friends of the Pikes Peak Library District

East Library: evenings

Penrose Library: various openings

Holds Processors

Assists with processing books on hold: Volunteers may do all or part of process.

- Locate and pull books from shelves as needed to transfer to other branches for patron pick up
- Sort new books, holds and mail from courier bins
- Scan book barcodes to show location
- Shelve books alphabetically by patron last name

Cheyenne Branch: Various weekday mornings

East Library: Tues or Thurs from 10 a.m. – 1 p.m.

East Library: Monday 10-12 and Tues – Friday 3-5

Please complete a regular volunteer application and send to the East Library, Human Resources Office, or contact Nancy Milvid at 531-6333, x1251 Volunteer applications are available at all libraries and at ppld.org, under "Jobs and Volunteer Positions."

Teen Volunteer Positions

Youth Advisory Council (check location below) Meet monthly to advise on new books, and programs for teens.

- East Library
- Fountain
- Old Colorado City
- Penrose
- Sand Creek

Study Buddies Homework Help – Assist children in grades k-5 with homework assignments.

- Fountain Branch

Hundreds of teen volunteers are needed for the 2010 Summer Reading Program. Plan to apply at Spring Break 2010 to volunteer for 8 weeks during summer 2010.

Return completed Teen Volunteer Application to the branch where you wish to volunteer.