



TIGARD PUBLIC LIBRARY
13500 SW Hall Blvd.
Tigard, OR 97223
(503) 684-6537

Volunteer

OPPORTUNITIES

New Volunteer Orientations Scheduled!

Friday, 1/22, 4pm to 5pm

Wednesday, 2/10, 6pm to 7pm

Thursday, 2/25, 4pm to 5pm

Call Trish to sign up 503-718-2516

Volunteer Positions Available As of 1/18/2010

Priority Needs are in Red!

Winter Program Assistants Needed!

***Tigard Reads Prep. (4 volunteers needed)**

Saturday, January 23, 10:30am to 12:30pm. We're giving away 460 copies of The Grapes of Wrath and each needs a label. Also help make buttons by cutting out images and using the button maker.

***Tigard Reads! (9 volunteers needed)**

Saturday, January 30. 10:30am to 3pm, actual shifts will vary. ☺ Help launch our annual read around the city event. Set-up the room, prepare snacks, count attendees, cake cutting and beverage pouring, and more.

***Dance Off Depression (1-2 volunteers needed)**

Friday, February 19. 4-6pm, help set up and 6-8:30pm help with clean-up. Enjoy the dance in-between! People really appreciated simple pleasures during the Great Depression. Now so can you! Learn 1930s dances (like the Charleston, Foxtrot and the Lindy Hop) from a professional dance instructor, then it's Ladies' Choice at our Sadie Hawkins dance. Enjoy old-timey snacks and music, and it's all free!

CIRCULATION

REQUESTS TO FILL. Find the books that patrons at other libraries want to borrow from the Tigard Library. Search the stacks to find items, process them and send them on their way to happy patrons throughout Washington County. The list just keeps growing and growing! **Mondays, Tuesdays, Fridays, Saturdays or Sundays 9-11am, 11-1pm.** Basic computer skills required.

SHELVING. We could use your help to keep up with all the items coming back into the library! Books and videos need to be shelved to be rediscovered by the next patron. Flexible scheduling after 3-step training. 1, 2 or 3 hour shifts.

LOST AND MISSING MATERIAL SEARCHINGare you the detective type? We need diligent, not easily frustrated people, to comb the shelves, look behind things, search high and low for lost books and videos. This work needs to be done between the 5th and the 10th of the month each month.

ENTRY POINT GREETER. We provide the training, you provide the smile. Help people find their way around the library. Entry Point volunteers answer incoming phone calls, greet patrons, and support the Circulation staff in making new library cards among other duties. Minimum age is 16 and super-friendly personalities are required! 2 hour shifts available as follows:

~Mondays, 12-2pm, 2-4pm, 4-6pm or 5-7pm

~Tuesdays, 2-4pm, 4-6pm, 5-7pm, 6-8pm, or 7-9pm

~Wednesdays, 3-4pm, 5-7pm, 7-9pm ~Thursdays, 12-2pm

~Fridays, 10-12pm, 12-2pm, 2-4pm, 4-6pm, 6-8pm or 7-9pm

~Saturdays, 10-12pm, 12-2pm, 4-6pm

CHECKIN. Scan and sort books and A/V materials returning to the library. Shift openings available:

~Fridays Books: 11-1pm, 1-3pm, 5-7pm, 7-9pm

A/V: 12-2pm, 2-4pm, 5-7pm, 6-8pm, 7-9pm

~Saturdays Books: 9-11am, 11-1pm, 1-3pm, 4-6pm

A/V: 10-12pm, 12-2pm, 2-4pm, 4-6pm

~Sundays Books: 10-12pm, 12-2pm, 1-3pm, 2-4pm, 3-5pm, 4-6pm

A/V: 10-12pm, 12-2pm, 2-4pm, 4-6pm

~Mondays Books: 11-1pm, 1-3pm, 3-5pm, 5-7pm

A/V: 11-1pm, 5-7pm, 7-9pm

~Tuesdays Books: 9-11am (3 month sub needed), 11-1pm, 7-9pm

A/V: 9-11am, 12-2pm, 2-4pm, 3-5pm, 6-8pm or 7-9pm

~Wednesdays Books: 5-7pm, 6-8pm A/V: 11-1pm, 1-3pm, 3-5pm, 5-7pm

~Thursdays Books: 5-7pm, 6-8pm A/V: 1-3pm, 3-5pm, 5-7pm or 7-9pm

Must be 16 years of age or older. Basic computer skills required. Accuracy is most important! Training provided. Lifting, pushing, pulling, and bending are required.

TASKET PROCESSING AND HOLDS SHELVING. Sorting, checkin, and shelving of the books on reserve for Tigard patrons. Bending and lifting required. Tuesdays, 12-2pm, or Saturdays or Sundays 10am to 12pm . Must be 16 years old or older. Training provided.

UNCLAIMED HOLDS PROCESSING & HOLDS SHELVING. That's a fancy name for clearing off the shelves of expired reserved items and shelving the new items. Neatness counts! This work is done in the morning. Daily suggested hours for the unclaimed holds processing are 9am to 11am on Tuesdays, Thursdays, Saturdays or Sundays. Holds shelving is needed from 12-2pm or 1-3pm daily.

A/V VERIFYING. This new position is aimed at expediting the A/V checkin process. Check to see that all of the pieces of audio/visual materials are returned and in good shape. Attention to detail is required! 1-2 hour flexible shifts after training.

BLACK BOOK BAG AND PUPPET MAINTENANCE. Help us keep the circulating black book bags and puppets in good shape. On an as needed basis, take home bags and puppets that staff has designated in need of washing or repair. Spot treat or handwash as appropriate. Air dry and rinse and repeat! Two to three hours per month is needed.

READERS' SERVICES

NEWSPAPER COLLECTION ROTATION. Work with a librarian to sort, shelve, and recycle our newspaper collection, based on predetermined scheduling. Weekly task requiring about 2 hours. Flexible scheduling after training.

ASISTENTE PARA CURSO DE COMPUTADORAS. Do you speak Spanish? Do you like to help people learn new things? We're seeking bi-lingual computer class assistants to translate and/or help patrons in basic skills classes. About 2 hours a week is requested.

FRIENDLY VISITOR. Friendly Visitors select and deliver library materials to registered patrons who can't get to the library on their own. A police background check and a drivers' record check are required. Training is provided. Minimum 1/month visited are requested.

PEER COURT COORDINATOR. Help local youth get back on the right track by supervising court-mandated community service hours at the library. Committed volunteers, 21 years of age and older, are being recruited to work with teenagers at the Tigard Public Library. Peer Court and Youth Municipal Court referrals benefit from caring, consistent adults and the example they set. Volunteers will schedule and facilitate teens' mandated hours shelving in the library. Previous experience with this special population is desirable. Evening and weekend hours might be required. Criminal background checks will be completed. Training is provided.

AND ONE FROM OUR FRIENDS:

VOLUNTEER WITH THE FRIENDS OF THE LIBRARY! Donations are increasing. The Friends need help boxing and hauling books from the Donations room to storage for the Big Book Sales. Do you have 2 hours a week to help raise over \$12,000/year? The Friends need you! And the library will appreciate the financial support!

Call (503-718-2516), email (trish@tigard-or.gov), or stop by and see Trish for more information. Thanks for all the volunteer work you do!