



220 NE 2nd Avenue, Canby, Oregon 97013 • 503-266-3394

Volunteer Opportunities

The library accepts applications for volunteer positions year-round. The following is a partial list of assignments, although we cannot guarantee that a particular position will be available. Please note your area(s) of interest:

___ **Picklist.** This is where we need the most support. Every day, a picklist volunteer finds and checks in a long list of requested materials. This task requires a commitment of 2-3 hours, once a week, on a fixed schedule. Requires basic understanding of Dewey Decimal order, ability to push a wheeled cart weighing up to 100 lbs.

___ **Shelfreading.** Make sure items in the correct order on the shelves, especially in heavily-browsed collections. Requires good understanding of Dewey Decimal order. This schedule may be flexible.

___ **Summer Food Program Assistant.** During June, July, and August, the library partners with the Canby School District to distribute free lunches to kids. This assignment requires a commitment of 1 hour per week, on a fixed schedule, for the summer months.

___ **Bilingual Program Assistant.** Volunteers fluent in English and Spanish assist with program preparation and other miscellaneous tasks, under the supervision of the Bilingual Services Specialist. Schedule may be fixed or flexible, depending on the specific tasks assigned.

___ **Program Assistant.** Volunteers help library staff at events for children, teens, or adults. May involve preparation of materials, set-up of the event space, counting attendees, and other tasks. Schedule depends on the program calendar.

___ **Bookstore Volunteer.** Please note, the Book Garden is operated by the Friends of the Library, a separate entity from the Canby Public Library. To apply as a Friends volunteer, submit this same application. After orientation, we'll put you in contact with the Friends volunteer coordinator to arrange training and your schedule.

Thank you for applying for a volunteer position at the Canby Public Library! Applications are kept on file for 6 months. If a volunteer leaves a position and later wishes to return, they will have to complete a new application and undergo a new background check if it has been at least 6 months since their last volunteer shift.

Volunteers must be at least 15 years old. Volunteers who need the hours for a community service requirement are welcome (the volunteer is responsible for keeping track of associated paperwork). However, we do not accept volunteers completing court-ordered community service.

Please complete all pages of this application packet. Choose the Authorization to Release Information form that corresponds to your age group. Please note: The background check is a slow process. It may take up to 6 weeks after turning in your application before we can schedule you for an orientation. If you'd like to keep a copy of your volunteer application, library staff will be happy to make you a copy when you turn it in.

Personal Information

Full name: _____

Pronouns: _____

Do you prefer a nickname? _____

Mailing address:

Phone: _____

Email: _____

Please note any special knowledge, language skills, or experience that you feel might be relevant. If you're interested in doing something not listed on the front of this application, make your suggestion here (attach additional pages, if needed).

If you have any questions, please contact Lizzie Figueroa, Library Supervisor, at figueroae@canbyoregon.gov or 503-266-0654.