

Volunteer Policy

Introduction

Volunteers bring energy, enthusiasm, special skills, and a new perspective to the Library. They enhance rather than replace regular library staffing and the Library will do its utmost to ensure the volunteer experience is meaningful, engaging, and enjoyable.

Selection of Volunteers

A volunteer application and interview must be completed before anyone can serve as a volunteer at the Craighead County Jonesboro Public Library (CCJPL). After completing an application, prospective volunteers will be interviewed by the Director or Designee. Volunteer applicants are held to the same standards as regular job applicants and will be selected based upon their qualifications and the needs of the Library at any given time.

While the Library appreciates everyone who wishes to volunteer at the library, opportunities for voluntary work are limited. Applicants will be asked to volunteer if a project is identified that matches their interest or qualifications. Volunteer service must be sufficient in scope and duration to justify the investment of staff time in training and managing the volunteers.

The minimum age requirement for Library volunteers is 13. Volunteers under the age of 18 must have signed written permission from their parent or guardian.

Roles and Responsibilities

The Library Volunteer agrees to:

1. Submit to a background check which will be paid for by the library (if you are 18 years old or older).
2. Attend on-the-job training, if needed, and follow library rules and procedures.
3. Provide advance notice to the library if he/she is unable to work.
4. Provide advance notice if the volunteer work is to be ended or interrupted.
5. Protect confidential information and exercise good judgment when acting on the library's behalf.
6. Accept supervision with a willingness to learn and a willingness to ask about things not understood.
7. Notify supervisor of any change in contact information when applicable.

CCJPL agrees to:

1. Provide necessary orientation, training, and supervision for the volunteer position, including providing a tour of the library, introduction to library staff, and a copy of the Volunteer Policy.
2. Change the volunteer assignment or add new duties only through mutual agreement between the volunteer and his/her supervisor.

Volunteers work with the status of "at will" employees. CCJPL does not compensate volunteers for time spent or expenses incurred.

A volunteer selected for work on a special project will discontinue service when that project is completed or terminated, unless other arrangements have been made. In the event that a volunteer is unable to adequately perform the duties assigned to him/her, and no other appropriate positions are available, the volunteer may be released from service.

I have read and understand this policy.

Volunteer's Signature _____ Date _____

Guardian's Signature (if applicable) _____ Date _____

Library Representative's Signature _____ Date _____

Approved by the CCJPL Library Board February 2024