



## Bowen Island Public Library

### APPLICATION for VOLUNTEER POSITION

*[The information on this form is collected under the authority of the BC Library Act and will be maintained in a confidential file.]*

**FOR STAFF USE ONLY**

Volunteer position: \_\_\_\_\_

Start date: \_\_\_\_\_

Shifts: \_\_\_\_\_

Staff: \_\_\_\_\_

Please check the position(s) you are applying for:

- Circulation desk
- Book covering
- Events & programs support volunteer (on as-needed basis)
- Children's programming volunteer
- Other: \_\_\_\_\_

Date: \_\_\_\_\_ If student, grade: \_\_\_\_\_

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal code: \_\_\_\_\_ Email address: \_\_\_\_\_

Home telephone #: \_\_\_\_\_ Business telephone #: \_\_\_\_\_

Current occupational status: (School, university, work, retired, at home?)

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**Emergency Contacts:** (Please provide names and telephone numbers of two people who we may contact in an emergency. This information will be maintained at the front desk of the Library and will be available to staff and other volunteers who may need the information in an emergency.)

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**Experience and Skills:**

**1. Volunteer Experience:** (Please describe any relevant volunteer experience.)

**2. Employment Experience:** (Please describe any employment-related skills, experience or training that might relate to volunteering at the library.)

**3. Customer service skills:** (Customer service skills are **essential** for the circulation desk position. Please describe your people and customer service skills.)

**4. Computer Skills:** (Strong computer skills are **essential** for the circulation desk position. Volunteers should be comfortable using browsers and tabs (Chrome), Windows, and information displayed in tables (rows and columns); searching databases and the internet; and keyboarding. Please describe your experience with computers, including any specific software you feel comfortable with—e.g. specific browsers, email programs, spreadsheet or database software, image or word processing software, etc.)

**5. Restrictions:** (Volunteering at the library requires bending, shelving at floor level, reaching up high, shelving above shoulder height and carrying small loads of books. If you have any restrictions [e.g. physical] that you feel the Library should know of to help us decide the type of position you could undertake, please let us know. This information will remain confidential.)

**6. Please briefly describe why you would like to volunteer at the Library. What do you hope to gain from volunteering?**

**7. Circulation position: Which shift are you applying for? (day and time) \_\_\_\_\_**  
**Are you able to commit to 2-3 hours of volunteer work per week on a regular shift?**  
**YES NO**

**8. Circulation position: Are you able to commit to 15-22 hours over two to three weeks for initial training?**  
**YES NO**

**9. Please provide the name and contact information of two references (professional or personal)**

1 \_\_\_\_\_

2 \_\_\_\_\_

Date of Application: \_\_\_\_\_

Applicant agreement

**By submitting this application and signing below, you are giving permission for the Bowen Island Public Library to contact any or all of the references named above, and you extend your permission to those contacted to give their full and honest evaluation of your suitability for the described Volunteer work. You are also certifying that the information on this form is true and correct.**

Signature \_\_\_\_\_

Please return this application form to the Library.

A regular time commitment of two to three hours per week is normally required for circulation volunteer work in the Library. Book covering requires a regular commitment, but scheduling can be discussed with staff to meet the library and volunteer's needs and availability. Appropriate training will be provided by the Library.

After a trial period, the Library and the volunteer will evaluate the placement.

Please note that a 'criminal record check' is a standard requirement for Library Volunteers who work in children's programming. If you are applying to work in children's programming such as Storytime or Reading Buddies, you will be required to undergo a criminal record check. If you require further information about criminal record checks please discuss this with the Chief Librarian.

**Thank you for taking the time to complete this form!**

**Any questions? Please email the library at [info@bowenlibrary.ca](mailto:info@bowenlibrary.ca) or call the Volunteer Coordinator or Chief Librarian at (604) 947-9788.**

Thank you for your interest in this volunteer position. Only persons with the required skills (e.g. computer skills, customer service skills, time commitment availability, and who are considered the right fit for the library) will be considered for the position.

Please note: Volunteer positions are generally posted and filled once annually – either in early fall or early in the new year. Volunteer applications are kept for three months from application date. Applicants who wish to be considered for positions after the three month cut-off will need to re-apply.