

We appreciate your choice to offer your time and abilities to the West Des Moines Public Library! Applications are always accepted but positions are not always available. Potential volunteers will be contacted for an interview. Please email wdmlibraryvolunteers@wdm.iowa.gov with questions.

CONTACT INFORMATION

Name: _____ Date: _____

Address: _____ City: _____ Zip: _____

Email address: _____ Phone: _____

Email is used as the library's primary form of communication. Please note if another method of communication is preferred.

VOLUNTEER QUESTIONNAIRE

Please let us know which type of volunteer position you'd be interested in (check all applicable):

- ☐ **Circulation Volunteer:** This volunteer pulls materials from the shelves that have been requested by patrons, including books, DVDs, audiobooks, and other materials. This involves maneuvering a cart through the stacks, reaching high and low shelving, and occasionally comparing barcodes. The process can take between half an hour to about two hours, depending on the time of day and day of the week.
- ☐ **Adult Services Volunteer:** This volunteer helps to prepare program supplies including copying, cutting, folding, organizing, sorting, etc. There is also an opportunity for special projects depending on what Adult Services is working on at that time. This volunteer must be willing to make a six-month commitment and will be asked to serve for 6-8 hours per month.
- ☐ **Homebound and Elder Care Volunteer:** Do you enjoy spending time with seniors and other community members who may need assistance getting their library materials? If you are patient, kind, upbeat, and a great listener, you may find this position rewarding. Volunteers will deliver library materials to WDM residents in their homes or care facilities and provide socialization, which is critical in preventing cognitive decline. We aim to match applicants with someone who has similar interests.

Please list any related or applicable past volunteer work or experience:

Why would you like to volunteer at the WDM Public Library?:

Please list any interest, talents, special skills, training, or other things about you that you would like us to know:

REFERENCES

List two references that we could contact to speak to your previous work.

Name	Phone Number	Email Address	Relationship

AVAILABILITY

Let us know what times you are available to volunteer. Most volunteers are needed Monday – Friday during working hours, only occasionally in the evenings and on weekends.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Return this application to wdmlibraryvolunteers@wdm.iowa.gov or to any Library service desk.

NOTES (Staff Only):