



Cannon Beach Library Volunteer With Us!



Our organization relies on the participation of volunteers who support our mission to promote literacy and love of reading to the Cannon Beach and Arch Cape communities. We encourage you to complete this application if you think this work is important and are willing to be trained in our procedures. (The information on this form will be kept confidential. It is used to help us find the best volunteer opportunities for you.) Thank you for your interest in the library!

Name: _____
Address: _____ City: _____
State: _____ Zip: _____
Phone: _____ Email: _____

Do you have any special skills, experience, or talents that you feel would benefit our organization?

Please tell us what volunteer opportunities interest you the most (details are listed on the back of this application):

Ongoing Activities:

- ___ Acquisitions Committee*
- ___ Adopt-A-Section Program
- ___ Board Membership
- ___ Book Pricing Committee*
- ___ Children's Library Committee
- ___ Circulation Desk Volunteer
- ___ NW Authors Series Committee
- ___ Scholarship Selection Committee

One Time Activities:

- ___ Special Event Help - Planning
- ___ Special Event Help - Rare and Old Book Sale
- ___ Special Event Help - Fourth of July Book Sale
- ___ Special Event Help - Quilt Drawing
- ___ Special Event Help - Fall Festival
- ___ Special Event Help - Set Up
- ___ Special Event Help - Clean Up

**Indicates committees that are currently full or not accepting new applications at this time*

Please indicate your availability:

Days available: Mon Tues Wed Thur Fri Sat

Times available: From _____ to _____

Do you have any physical limitations? _____

In case of emergency, contact: _____

As a volunteer of the library I agree to abide by the policies and procedures of the organization. I understand that I will be volunteering at my own risk and that the organization, its employees and affiliates, cannot assume any responsibility or liability for any accident, injury, or health problem which may arise from volunteer work I perform for the organization. I agree that I am not eligible to receive monetary payment for work I do on a volunteer basis.

Signature: _____ Date: _____

***Volunteer Opportunities – Ongoing Activities:** The library employs just one paid staff member. Therefore, most of our ongoing volunteer activities require regular involvement and commitment.*

- **Acquisitions Committee:** Help purchase new books, DVDs, audiobooks, and children's books. Looking for avid readers with knowledge of various genres. *Time commitment 10-12 hours/month.*
- **Adopt-A-Section Program:** Help us keep our collections clean and orderly! Choose a section to regularly dust, clean, and organize. Knowledge of the Dewey Decimal System helps, but we will provide you with instructions. *Time commitment 2-3 hours per month.*
- **Board Membership:** Board members are an integral part of our organization's leadership. Our board members are committed to running the organization, which includes overseeing daily operations and participating in committee work. Board members are nominated and then elected by our membership. *Time commitment 10-15 hours a month, two-year minimum term.*
- **Book Pricing Committee:** The book pricing committee sorts and prices incoming book donations. Work sometimes includes lifting and carrying boxes of books, and driving to our storage unit. This committee meets regularly on Tuesday mornings. *Time commitment 12-16 hours a month.*
- **Children's Library Committee:** Assist with our children's library. Includes ordering books, accessioning books, creating displays, and developing and volunteering for programming. *Time commitment 6-8 hours a month.*
- **Circulation Desk Volunteer:** Our circulation desk is entirely volunteer operated. This is one of our most important positions and requires regular commitment. Should have a working knowledge and understanding of library practices, be enthusiastic about regularly interacting with the public, have basic computer skills, and be able to work independently. *Time commitment: desk shifts are 2 hour blocks from 12-4 p.m. and we ask that you are able to sign up at least twice a month.*
- **NW Authors Series Committee:** Help plan and schedule author events for our NW Authors Series. Contact and seek out authors, review books, assist with promotion, and assist with in-person and virtual events. *Time commitment 4-6 hours a month. Committee meets as needed and events are on Saturday afternoons once a month from September to May.*
- **Scholarship Selection Committee:** The library awards 2 scholarships a year to deserving seniors graduating from Seaside High School. The committee reviews and selects candidates. *Time commitment 15-20 hours during late May to early June.*

***Volunteer Opportunities - One Time Activities:** As a nonprofit an essential portion of our budget is raised through special event fundraising. Successful events require many hands, even if you can only help one time!*

- **Special Event Help - Planning:** Help plan activities, organize volunteers, promote events, and obtain donations. *Time commitment 15-20 hours per event.*
- **Special Event Help - Rare and Old Book Sale:** During the sale we need book sorters, cashiers, and baggers. *Time commitment 1-3 hours.*
- **Special Event Help - Fourth of July Book Sale:** During the sale we need book sorters, cashiers, and baggers. *Time commitment 1-3 hours.*
- **Special Event Help - Quilt Drawing:** Help sell tickets at events throughout the year and at the Tuesday farmer's market. Also need quilters and quilt donations. *Time commitment 1-3 hours per event/varies.*
- **Special Event Help - Fall Festival:** bakers, crafters, cashiers, and baggers. *Time commitment 1-3 hours.*
- **Special Event Help - Set Up:** Help move, haul, and lift boxes; set up tables, decorate, and other activities as needed. *Time commitment 2-4 hours per event.*
- **Special Event Help - Clean Up:** Help tear down tables, box up books, clean, and other activities as needed. *Time commitment 2-4 hours per event.*