



# 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 - Bakers and Crafters
- \_\_\_ Special Event Help - Annual Raffle
- \_\_\_ 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

\*Indicates positions that require consent for a criminal background check.

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, mental 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. I consent to a criminal background check if required. Desk volunteers are subject to a 90 day probationary period and review.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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- **Acquisitions Committee:** Help purchase new books for our collection. Looking for avid readers with knowledge of various genres. *Time commitment 14-16 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 mostly operated by volunteers. 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 or 4-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.*

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*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!*

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- **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 - Bakers and Crafters:** Bake cookies for the Holiday Tea and provide crafts for our craft sales. *Time commitment varies.*
- **Special Event Help - Annual Raffle:** Help sell raffle tickets at events throughout the year and at the Tuesday farmer's market. *Time commitment 1-3 hours per event/varies.*
- **Special Event Help - Fall Festival:** 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.*