

Camarillo Public Library Volunteer Positions

Shelving Assistant (adults only)

These key volunteers sort and organize returned materials into appropriate shelving categories on carts. Materials are categorized alphabetically or numerically based on the collection. Then the materials are returned to their proper location on library shelves.

Qualifications:

- Attention to detail
- Patient and methodical worker
- Understanding and eventual mastery of alphabetizing and the Dewey Decimal System
- Physical ability to bend, stretch, kneel and lift, as well as push loaded book carts
- Ability to commit to at least two hours per week for at least three months

Volunteers are initially given a brief assessment test on alphabetizing and the Dewey Decimal System to gauge current skill level.

Technology Coach (age 16 and up)

Technology Coaches assist library staff in instructing patrons on the basic usage of devices and the library resources available to patrons. Topics range from basics like using email and Google, to how to access e-books and e-audio, and more. Often these patrons are senior citizens who didn't start using technology at a young age. This isn't just for senior citizens, though, it's for anyone who might need some guidance and it's a great way to serve the public in the library.

The program takes place on Saturdays from 2 to 3 p.m. Volunteers don't have to come on a regular basis, just when it fits with their schedule.

Qualifications:

- Must have some technological experience with at least some of the following devices: tablets, laptops, smart phones, desktops, and e-readers
- Must be patient with non-tech savvy individuals
- Must have proficiency in at least some of the following: photo and document management, setting up email accounts, general Internet usage including using Google, using Microsoft Office software, managing social media, and borrowing e-materials
- Must be able to work with a diverse population

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Veterans Benefits Coach (adults only)

This position requires a minimum six month commitment of a weekly two-hour shift.

Veterans Benefits Coaches volunteer in the library's Veterans Resource Center. They serve as the point of contact to ensure that veterans and veteran families know how to get connected to the state and federal benefits and services they have earned through military service.

We welcome veterans to volunteer in this specialized capacity, but Benefits Coaches do not have to be veterans themselves.

Qualifications:

- Interest in helping and serving veterans and their families
- Patience, empathy and good listening and interpersonal skills
- Familiarity with military life, veterans' issues, reintegration challenges, or willingness to learn
- Ability to maintain confidentiality and respect personal boundaries
- Basic computer and Internet skills required; smart phone experience helpful
- Successful completion of all training

Training for this position involves online videos which you can view via computer at your convenience, and then shadowing a current volunteer. If after reading the detailed job description you are interested in pursuing this volunteer opportunity, a screening interview with the Volunteer Coordinator will be scheduled.

Media Mender (teens can mend CDs and DVDs, adults can mend all materials)

Volunteers clean and repair items from the library collection to keep them in circulation.

One hour of initial training is required for volunteers to learn how to use the materials and equipment to clean DVDs and CDs, including specialized machinery. While the machine is cleaning items, volunteers may have down time to do personal desk work or reading.

Book menders repair damaged books. A minimum of six months of training/apprenticeship is required for book mender volunteers. Training currently takes place on Wednesday mornings.

Homebound Delivery (adults only) –No openings as of May 2018

Please note that Homebound volunteers will be asked to undergo a background check.

Homebound services are a free program to reach out to seniors living in residential centers around Camarillo. Volunteers will pick up and deliver materials to individuals, make recommendations of reading materials, and discuss books with the patrons.

Volunteers must provide their own transportation.

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Seed Library Consultant

This position entails assisting with keeping the seeds in the collection stocked and organized, as well as educating and assisting patrons on the use of the seed library. Knowledge of gardening techniques is preferred but not necessary.

Outreach Assistant

Intermittently throughout the year the library has an information booth or table at outreach events, such as the Camarillo Fiesta. It's nice to have volunteers who are comfortable speaking with the public and familiar with library programs to assist us with this type of outreach.

Special Events

Camarillo Public Library has many events and programs happening every week at the library. From movies and lectures to children's programs, our building is constantly in use. Event helpers are the ambassadors for the library, so volunteers must feel comfortable speaking to the public, be friendly and approachable, and maintain professional dress and demeanor.

Responsibilities may include:

- Event set-up and clean-up
- Greeting patrons
- Staffing a registration table
- Answering basic questions or directing patrons to the correct library staff
- Counting the number of event attendees
- Distributing and collecting programs, surveys or other materials

Homework Coach (teens 9th grade and older, as well as adults - September to mid-June)

Please note that adult volunteers will be asked to undergo a background check.

In the Homework Center we work with children from 5-14 years of age in all subject areas, with many students needing help with math. When kids come into the center they are assisted on an as-needed basis, meaning we don't pair the same volunteers with the same students every time. Homework Coaches, as we call our volunteers, usually help numerous students during any one shift.

The Center is open Mondays, Tuesdays and Wednesdays 3 to 6 p.m., and Thursdays 2 to 6 p.m. Volunteers schedule themselves for shifts via our online scheduling system. The Homework Center Coordinator is Amy Sands. You can reach her at asands@camarillolibrary.org or 805-383-5686.

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Story Time Leader (only teens during summer months, adults and teens the rest of the year)

From September to June we have four regularly scheduled story times:

Mondays at 10 a.m. for toddlers

Tuesdays and Wednesdays at 10 a.m. for preschoolers

Tuesdays at 7 p.m. for families

Our volunteer story time leaders choose a theme and select books based upon that theme that are age-appropriate. The number of books read at story times varies depending upon the attention span of the children, but generally 4 to 5 books are read. Leaders generally break up the reading with songs and finger plays (think "Itsy Bitsy Spider"). After about 20-30 minutes of reading, the children and their families are invited to participate in a simple craft. Attendance at story times varies from 15-40 people (this includes parents and siblings).

Library staff members are available to assist story time leaders in theme and book selection as well as choosing an appropriate craft. The library provides all craft materials and can help with preparation of the craft.

If you are interested in being a story time leader, we require you to observe a story time. You will coordinate with Teen Services Librarian Susan Gardner who schedules and advises story time volunteers. Susan can be reached at sgardner@camarillolibrary.org or 805-388-5579.

Summer Reading Program (SRP) – mid-June through mid-August (teens only):

The Summer Reading Program (SRP) is essential to our summer programming success. Teen volunteers facilitate the Summer Reading Program by staffing reading program registration tables, assisting with special events, and helping with various tasks including shelving, program preparation, and more.

Teen Advisory Board (teens only)

As a member of Teen Advisory Board (TAB), teen volunteers enjoy planning, preparing, and running special events for the library. They also provide the library with feedback about teen programs, services, and materials. TAB members should be enthusiastic about the library and its programs and giving back to the community! TAB has their monthly meeting on the third Saturday of each month at 2:30pm, but they also have additional meetings to prepare for their events. Members are expected to assist with events and preparation as needed, and usually volunteer about eight hours per month. Contact Teen Services Librarian Susan Gardner at sgardner@camarillolibrary.org or 805-388-5579.

Camarillo Public Library Volunteer Positions

Russell Fischer Business Collection volunteer opportunities:

Video Recording and Editing

The Russell Fischer Business Collection (RFBC) is an endowment-funded business collection at the Camarillo Public Library that hosts a series of business seminars and workshops, and provides access to resources for business training and research.

The RFBC is seeking a volunteer to record and edit video footage of the live events. The events are at various times, never longer than two hours. These range from morning chats, afternoon lunch & learns, and evening seminars. The ideal volunteer would be an art major with an interest in filmmaking and business, and be able to video record the event and edit the footage for upload to YouTube.

Equipment used for filming is supplied by RFBC. Editing software is available for use on-site, but it would be best if the volunteer/intern had their own editing software to edit on their own schedule.

Internships

College students with some or all of the following skills may be eligible for unpaid internships to gain experience in relation to the RFBC's programming, outreach and collection:

- Research
- Writing
- Social media management
- Public speaking
- Event planning

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