

# Volunteer Application

## Washington Free Public Library

115 W. Washington St., Washington, IA | 319-653-2726 | [washington.lib.ia.us](http://washington.lib.ia.us)

We appreciate your choice to offer your time and abilities to the Washington Free Public Library! Applications are always accepted but positions are not always available. Potential volunteers will be contacted for an interview. Email [admin@washington.lib.ia.us](mailto:admin@washington.lib.ia.us) with questions.

### CONTACT INFORMATION:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Contact method (Circle)** Email    Phone call    Text    **Are you under the age of 18?** (circle one): Yes    No

If under the age of 18, how old are you and what is the last grade you **completed**? \_\_\_\_\_

Which volunteer position are you interested in? (See position descriptions on website for additional details/qualifications)

- MakeIT Place Mentor** (please fill out the questions on the reverse side of this application)
- Book Wrangler** (organizing, shelving, shelf-reading, preparing books for circulation, mending, etc.)
- Program Assistant** (assisting with program preparation, implementation or cleanup)

Please list any related or applicable past volunteer or work experience or special skills

What days of the week and times of day would you prefer to volunteer AND how many hours/week would you like to work?

Please provide names and contact information (phone AND email) for two references (work/school or personal)

1.

2.

By my signature below, I acknowledge that the information I have provided is accurate and complete. I understand that the references listed above may be contacted and that my name may be searched in the Iowa State Sex Offender directory prior to my being contacted for an interview.

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

**Parent's Signature (if under 18):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent's contact info (if under 18)**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

## MakeIT Place Mentor Questions

Makerspace Mentors will become the resident experts in the use of one or more pieces of MakeIT Place equipment. They will work alongside staff to introduce services to library patrons, explain the orientation and training process, assist makerspace users with the equipment, assist staff with program setup and cleanup, organize and maintain material and supply inventories, report equipment issues to the Library staff, and suggest changes and additions to the MakeIT Place. When not helping patrons, MakeIT Place Mentors can work on their own projects. Qualifications are listed below:

- Must be 18+
- Expertise in an activity or piece of equipment represented in the MakeIT Place
- Patience, flexibility and curiosity.
- Basic computer skills (Mac OS preferred).
- Attentive and able to follow written or oral directions.
- Interact and communicate successfully with others.
- Ability to deal with messes and clean them up cheerfully!
- Must complete BOTH the Library's MakeIT Place User Agreement/Liability Waiver and the Volunteer Release and Waiver of Liability Agreement

Please let us know which pieces of equipment/activities you are interested in working with?

- Sewing machines (6 Eversewn Charlotte machines, 1 Babylock Allegro sewing quilting machine, 1 Singer Serger)
- 3D printing (both filament and resin printers)
- Laser cutting/engraving (Glowforge Pro)
- Cricut vinyl cutter, mug press and heat press
- Digitizing retro technologies: VHS, DVD, 8mm film, sound recording on cassette or CD
- Scanning photographs/slides (in addition to personal archiving, the library is planning to be a scanning hub for Fortepan Iowa)
- Pottery Studio (3 Brent B potter's wheels, space for handbuilding, kiln)
- Recording studio: podcasting
- Recording studio: recording/mixing music
- Recording studio: creating/editing video
- Graphic design: using Adobe products
- Youth STEAM activities: Robotics and coding
- Youth STEAM activities: General crafting and creating

We may have opportunities available for paid part-time instructors in some of the areas above. In addition to assisting/advising staff in the above areas, do you also have **experience** with teaching classes/small groups in developing skills in the areas checked above?

YES    NO    MAYBE, WITH MORE DEVELOPMENT

We are asking volunteers to be available at least once per month for a 3 hour block of time. Would this be possible? YES    NO

Briefly describe your skills, education, interests and experience that may meet the needs of the MakeIT Place (feel free to attach an additional sheet)