VOLUNTEER AT ANCHORAGE PUBLIC LIBRARY

Thank you for your interest in volunteering @ your library. Our volunteers play an important role in helping the library serve our community. We offer both periodic and on-going volunteer positions, depending on your areas of interest and on the hours you wish to schedule.

To volunteer for Anchorage Public Library, click **here** to create a profile on CERVIS, our new online volunteer software system. In most cases, volunteers with weekly shifts are asked to make a six-month commitment after the initial trial period. You will be contacted within 10 business days to schedule an interview.

Below is a list of volunteer opportunities at Anchorage Public Library:

Friends of the Library Book Sale Volunteers – **Three opportunities during the book sales include:**

1. **Setup** – Assist in moving sale items and setting up for the FOL Book Sale, Friday before the sales the first weekend in May and the first weekend in November. Work 4-hour shifts between 9 a.m. and 5 p.m.
2. **Work the sale** – Direct customers, total sales, deliver books to vehicles, answer questions and other support activities. 3-hour shifts between 8 a.m. and 4 p.m. on Saturdays, and 12-4 p.m. Sundays.
3. **Breakdown** – Move book sale items back to the dungeon and shelve, put away equipment and tables, put sale rooms in order.

Training: On the job instruction from experience volunteers or book sale organizers. **Job Value:** Revenues from the book sales support library programs and projects. Hundreds of book sale items end up as part of the library's circulating collection. Unsold items are sometimes donated to schools, libraries and to the People Mover's On the Bus Reading Program.

Loussac's 25th Anniversary Celebration

Z.J. Loussac Public Library is 25 years in September this year (2011). Plans are underway to mark this occasion with special programs and events. You can volunteer to help plan the celebration, take the lead in organizing on of the program and serve as a worker bee to help during the events or perhaps conduct tours of the library during the celebration.

Library Program Docent
Duties: Provide program support for APL by working with staff to host library programs including setting up for event, making announcements, distributing program materials and evaluation **forms**, operating audio/visual equipment, contacting security if problems arise, keeping track of program attendance, working with librarian/library staff in charge of the program.
Skills: Ability to work with others, punctuality, dependability, good organizational skills, basic computer and A/V equipment skills
Time Requirement: Varies depending on nature of the program. Includes time for setting up and tearing down, as well as program time.
Training: Hosts will receive instruction on rooms and equipment (lights, floor plan, screen, A/V equipment if any and microphones). Before each program, host meets with staff organizer for details, instructions and announcement sheets.

Administration Assistant
Duties: keep up bulletin board, distribute brochures and monthly calendars, calculate volunteer monthly hours and write report, help keep volunteer databank updated, do initial volunteer calls, organize volunteer office, support admin staff as requested, work on a variety of projects.
Skills: organized, work independently, follow directions, knowledge of basic office equipment and computer skills, telephone skills, database experience,
Time Requirement: 3-hr shifts once or twice weekly

Circulation Volunteer
Duties: Put carts in order, shelve books, shelf-read, help shift books, looking for missing books, pull holds, scan shelves for items in books.
Skills: Be a self-starter, follow directions, work diligently with attention to detail, work independently, be able to push, pull, stretch, kneel and stand for long periods of time, able to read small type, must gain knowledge of how library shelves are organized including Dewey Decimal System.
Time Requirement: 3-hr shifts once or twice weekly, minimum

Computer Station Cleanup
Duties: Before library opens, clean computer stations including polishing glass. Sharpen pencils and do other tasks preparing station for use by public.
Time Requirement: Once a week, 1-1.5 hrs.

Recycling Manager
Go throughout Loussac and pick up the items in paper recycling bins. Take downstairs to the large recycling bins.
Schedule: 1-2 hrs. once a week
Skills: Must be able to lift boxes up to 15 pounds and push a cart.

Periodic Events Volunteers
If you want to support the library, but can’t do it on a regular schedule, sign up to help with periodic events such as Reading Rendezvous, the Emergency Preparedness Fair, book sales, special anniversaries and celebrations. If you sign up, you will be called or emailed (as you prefer) when volunteer opportunities are coming up, so you can see which events fit in with your schedule.
Duties: Varies depending on the event

Dungeon Brigade Crew – Friends of the Library Book Sale
Duties: Evaluate and sort books and other materials; organize and shelve. Process library discards. Help set up bi-annual book sales.
Skills: Be familiar with book genres, follow directions, think creatively, physically able to lift, bend and carry, love books, work well independently as well as being a supportive team member. **Other highly desirable skills:** Skills at E-Bay selling, especially books, knowledge of Alaskana, research skills.
Time Requirement: Weekly shifts from 2-4 p.m., Tuesdays and Thursdays. Help set up bi-annual book sale first weekend of May and November.
Training: On the job instruction from volunteer coordinator and/or experienced crew members.
Job Value: Revenues from the book sales support library programs and projects. Hundreds of book sale items end up as part of the library's circulating collection. Unsold items are sometimes donated to schools, libraries and reading programs such as People Mover's On the Bus Reading Program.

Friends of the Library Book Sale Committee: Help organize Friends of the Library book sales.
Skills: Organizational and leadership skills, ability to work well with others, experience directing personnel/volunteers, event planning experience, retail experience
Committee Duties: Meeting regularly with committee members; taking an active role in book sale and volunteer organization for sales in November and May, participate in planning process for use of book sale inventory; other sales; volunteer recruitment; retention and organization; work with FOL board and APL staff;

Marketing Assistant
Skills: Creative person with computer skills. Able to layout newsletters/calendars and design promotional materials such as brochures, flyers. Knowledgeable in social media as well as traditional marketing tools.
Duties: provide support for APL's marketing program, create marketing materials, write media releases, brainstorm with APL marketing crew to create innovative modes of public outreach, input library programs into online calendars. Help create scripts for and film shorts about how the library functions and library events for posting on YouTube. Collaborate in IGNITE presentations about the library.
Schedule: Negotiable

Translators
Schedule: Varies depending on the need
Skills: Are you fluent in a language other than English? Library is looking for volunteers to help translate some of our main library materials into other languages, especially Spanish, Tagalog, Samoan, Russian, Yupik, Korean, and any other languages spoken in Anchorage.

Book Club Facilitator
Duties: Read book selection for the month, attend group meetings, establish a welcoming style which allows discussion on a variety of book titles, ensure discussions remain focused and flow smoothly. May alternate meetings with a trained partner. Work with librarian to select books and create attendant discussion materials.
Skills: Ability to work with others, interest in reading a variety of subjects/genres, ability to discuss and facilitate a discussion , dependability, understand library policy (such as checking out book kits)
Time Requirement: 2 hrs. monthly for meetings plus time spend reading books
Training: Training on moderating/facilitating book discussion

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