



BEALS MEMORIAL LIBRARY
50 Pleasant Street
WINCHENDON, MA, 01475
(978) 297-0300
www.bealslibrary.org

Beals Memorial Library Volunteers Info

Position Overview

Volunteers may perform a wide variety of duties, a range limited largely by the talents and interests of the volunteers themselves and by where the library can make productive use of their assistance.

Responsibilities

- Assist with various library programs and day to day activities.
- Promote library programs and services as a volunteer representative.

Types of Volunteers

Adult Volunteer: Any individual, eighteen years or older, who assists with work done at the Beals Memorial Library, without remuneration.

Student Volunteer: Any middle school, high school, college student, or organization (like boy or girl scouts) working on advanced awards, who performs volunteer work, without remuneration, as part of an authorized school or organizational program to earn academic credit or merit awards.

Mandated Community Service: Persons who seek volunteer assignments at the Beals Memorial Library to meet a requirement set by an outside agency for the performance of community service shall be subject to the volunteer selection process and all other provisions of this policy.

Qualifications

- Commitment to understanding, promoting, and assisting the library.
- Enthusiasm and ability to work well with others.
- Ability to take direction from the Beals Library Director and Library Staff.
- Willingness to be a positive role model to members of the community.
- Interest in making a difference in the community through service to the library.

Commitment

- Weekly time commitment of 2 hour minimum/6 hours maximum.
- If Volunteer is under the age of 18, a sit down meeting with parent/guardian must happen before volunteering.
- If Volunteer is under the age of 18 and a parent/guardian has to be called more than three times due to behavior, the participant will be dismissed from the program.

Restrictions

- Volunteers will not take the place of paid staff already employed by the library.
- Volunteer duties will not replicate a major portion of a paid staff person's job description.
- Volunteer tasks are not critically tied to a specific time or duration.
- Volunteer tasks are typically those that are more flexible as to specific scheduled times.