



## New Adult Volunteer Information

**Before Applying:** Thank you for your interest in Scott County Library! Please read this information sheet about the volunteer application process. Start by reviewing the [Volunteer Activity Descriptions](#) on the other side of this page to see if the library is a desirable fit for you. If so, make an appointment with the branch manager at your desired library.

If you decide the library isn't right for you, there are still many volunteer opportunities in Scott County! Visit [scottvolunteers.com](http://scottvolunteers.com), or contact the County Volunteer & Community Coordinator: [cmadsen@co.scott.mn.us](mailto:cmadsen@co.scott.mn.us)

### Application Process Steps

1. Complete the [Adult Volunteer Application](#) on our Volunteer page: <https://www.scottlib.org/940/Volunteer>
  - Be ready to provide 2 references and agree to a Background Check by Scott County.
  - Save your application username and password – you'll need them to use our online volunteer signup service once you're approved.
2. Once approved, the branch manager will be notified by the County that you've been approved, and will reach out to schedule your first shift.
3. Report to your branch for your first shift. You will receive an email with directions about checking in, onsite training, and procedures. You will also learn how to use MyVolunteerPage.com, our online volunteer signup service.

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### Frequently Asked Questions

#### How long does the entire application process take?

Please be aware that the entire process can take up to 4-6 weeks, depending on the turnaround time of your references and background checks. It may help to notify references that the County will contact them, so they can respond promptly to our communication.

#### How frequently can I volunteer?

You can volunteer up to 14 hours a week.

#### Once approved, how do I set my schedule?

The branch manager will work with you to set up your schedule, and show you how to use our volunteer signup service to set your hours. Scott County uses an online signup service called MyVolunteerPage, which allows volunteers to easily claim shifts set up by the libraries. You will use the same login you created during the application process to sign up for shifts and log your hours.

## Volunteer Activity Descriptions

### For all Library Volunteers:

- **Training & Supervision:** Library-specific training will be provided onsite at your branch – including instructions on using MyVolunteerPage.
- **Commitment:** 6-12 months minimum, with a consistent weekly shift. Most shifts will last 1-2 hours.
- **Transportation:** All volunteers must have access to reliable transportation.

Activity	Description	Qualifications
<p>Volunteer Computer Assistant</p>	<p>Assists customers one-on-one wanting help with basic computer skills, the use of the Internet, or with applications provided by the library system.</p> <p>Computer assistants do not provide reference assistance or fix equipment.</p> <p><b>Tasks may include assisting customers with:</b></p> <ul style="list-style-type: none"> <li>- Basic use of a PC, signing onto library computers.</li> <li>- Approaching library staff to obtain a library card, visitor’s card, or PIN as needed, or accounts for eBook services.</li> <li>- Using the Internet (for example: signing up for an e-mail account, navigating a website, etc.)</li> <li>- Filling out online forms (Not filling out forms for them)</li> <li>- Using Microsoft Office applications and other application provided by the library system.</li> <li>- Printing using library’s print access software</li> <li>- Notifying library staff of problems.</li> </ul>	<p><b>Prerequisite Knowledge:</b></p> <ul style="list-style-type: none"> <li>- Computer basics, experience using PC computers.</li> <li>- Internet: navigating websites, completing online forms, etc.</li> <li>- Setup and use of (free) e-mail accounts.</li> <li>- Microsoft Office applications.</li> </ul> <p><b>Abilities:</b></p> <ul style="list-style-type: none"> <li>- Understand and apply SCL Computer and Internet Use policies and agreements.</li> <li>- Learn the basics of using library’s PC access and printer software.</li> <li>- Teach beginners with patience.</li> <li>- Practice discretion with customers’ private information and online accounts.</li> </ul>
<p>Volunteer Library Assistant</p>	<p>Assists with general library maintenance tasks and programs.</p> <p><b>Tasks may include:</b></p> <ul style="list-style-type: none"> <li>- Reviewing shelved library materials to ensure materials are shelved accurately by call number.</li> <li>- Maintaining order and neatness in a specific portion of the library collection, or throughout the library.</li> <li>- Retrieving materials for circulation staff.</li> <li>- Assisting with programs and events for both children and adults (including setup, refreshments, etc.)</li> </ul>	<p><b>Abilities:</b></p> <ul style="list-style-type: none"> <li>- Work independently.</li> <li>- Attention to detail.</li> <li>- Learn library call number systems, to shelve materials accurately.</li> <li>- Practice discretion with customers’ private information.</li> <li>- Lift up to 20lb.</li> </ul>
<p>Volunteer Program Presenter</p>	<p>Unpaid program presenters must register with the County as volunteers if they present on a regular or frequent basis. (For example: therapy animal visits, storytime readers, etc.)</p> <p>Additional training or certification may be required.</p>	<p><b>Abilities:</b></p> <ul style="list-style-type: none"> <li>- Interact with a diverse group of people.</li> <li>- Demonstrate friendly, dependable and flexible attitude.</li> </ul>