

FRIENDS OF THE GARDEN CITY LIBRARY

Volunteer Questionnaire

1. What about volunteering with Friends appeals to you the most?

2. Which days and times would you be available to volunteer on a regular basis and for how long?  
How often? Please circle:

Mon Tues Wed Thur Fri

AM PM

Duration: 2 hours 3 hours Longer

How often would you like to volunteer? Please circle:

Twice weekly Weekly Monthly Sales only As needed

3. Please rate your comfort level using a computer:

Not at all 1 2 3 4 5 6 7 8 9 Extremely 10

4. How would you rate your ability to lift/carry/push? This might entail lifting and carrying books, chairs, tables and pushing heavy wheeled carts

Cannot do 1 2 3 4 5 6 7 8 9 Very able 10

5. Do you have experience cashiering? Please circle: yes no If no, willing to learn?

6. Do you have experience with eBay? Please circle: yes no or Amazon? yes no

7. Would you be interested in mentoring others?yes no

8. Might you be interested in holding a position on the Executive Board at some point?

9. When could you start? \_\_\_\_\_

10. Please see attached sheet and mark which types of volunteering would be of interest to you. Training will be provided.

Please sign and date:

Name \_\_\_\_\_ Date \_\_\_\_\_  
(please print)

Signature \_\_\_\_\_

What is the best time/way to reach you? AM PM Phone\_\_\_\_\_ email\_\_\_\_\_

## **VOLUNTEER OPPORTUNITIES**

*ALL* require training and oversight

*Please circle the number of the item(s) you are interested in doing*

1. Boxing -this entails: assembling box; setting box in place; filling it fully so that corners are stable and filled box will withstand other boxes being stacked on top of it; adding count to inventory sheet; and labeling box
2. Moving donations from cart by west door downstairs to upstairs, placing items on carts and emptying recycle tub as needed
3. Staffing Book Nook- 2 hour shifts between 10a and 2p includes dusting, straightening and other tasks such as cleaning and sorting DVDs and CDs and bagging puzzles
4. Hauling discards to Thriftology or Youth Ranch or Savers as appropriate including after change out of stock on blue carts downstairs and after sales
5. Helping change out and restock blue carts- restock needs to be done every day or at least every other day, changeout weekly or bi-weekly
6. Scanning and sorting- checking whether online vendors will buy books or media. This will now include boxing and no longer will books for overflowing bins be stacked on the floor.
7. BuyBacks- sorting and cleaning books to be sent to online vendors, processing orders including entering orders to their websites, packaging and taking to post office, UPS or FedEx (Walgreens)
8. Cleaning and sorting DVDs and CDs and books on disc
9. Scanning DVDs, CDs and books on disc into vendor website(s), processing the order including packaging, and taking package to post office, UPS or FedEx (Walgreens)
10. eBay- sorting, researching, photographing, entering items to eBay website, monitoring sales, packaging and sending sold items, recording and submitting monthly totals
11. Amazon- learning entire process of sorting, listing, monitoring sales and mailing orders, includes purging
12. Helping with sales- this can include cashiering, pushing carts in the morning and back in the evening if outdoors, restocking and straightening books on carts, greeting people, sorting and boxing leftovers