



Volunteer with us at the Wood Buffalo Regional Library

Wood Buffalo Regional Library is looking for a creative, task-driven and organized person to join our Community Services Team!

Community Services Volunteer

Requirements:

- High School Diploma
- Must be 18yrs+

Schedule:

- Commitment of 2-4hrs per week, or 4 hours every 2 weeks; Monday – Friday, between 8:30am-4:30pm

Required Skills:

- Must be fluent in speaking and reading English
- Strong initiative; able to carry out tasks efficiently with minimal supervision
- Creative, organized and task-oriented
- Works well with others

Duties for this position will include:

- Aiding with the preparation of crafts and activities for library events and programs.
- Duties include, but are not limited to painting, building and decorating crafts, games and planning activities.

Additional Requirements:

- The successful candidate will be required to provide a Vulnerable Sector Check conducted by the RCMP

Please be advised, all volunteer positions with the WBRL require a Vulnerable Sector Check from the RCMP. Selected candidates that will receive a Vulnerable Sector Letter from the WBRL to have the \$15 fee waived.

Application forms can be accessed online at wbrl.ca/about/volunteers or at the Circulation Services Desk on the Main Floor of the Library.

For more information, or if you have any further questions, please contact Calvin Pitt – Volunteer Coordinator at calvin.pitt@wbrl.ca or 780-743-7806.

We appreciate the interest of all applicants; however, only those individuals selected for interviews will be contacted.



**Wood Buffalo Regional Library
Volunteer Application Form**

**Community Services Volunteer (18yrs+)
Community Services Department**

Requirements: 2-4hrs per week or 4 hours every 2 weeks
Monday – Friday between 8:30am-4:30pm

Please print clearly.

1. Name: _____
 2. Address: _____
City: _____ Postal Code: _____
 3. Telephone #: _____ Cell #: _____
 4. Email address: _____
 5. Gender: Male Female
 6. Emergency Contact: _____ Contact #: _____
 7. What do you think you will gain from volunteering with the Wood Buffalo Regional Library?

 8. Past volunteer experience: _____

 9. Hours and days of the week you are available: _____

 10. Date available to start: _____
- Signature: _____ Date: _____

Thank you for applying as a volunteer with the Wood Buffalo Regional Library. We appreciate the interest of all applicants; however, only those who meet the required qualifications will be contacted.

Please be advised, all volunteer positions with the Wood Buffalo Regional Library require a Vulnerable Sector Check from the RCMP. Candidates that are selected will receive a Vulnerable Sector Letter from the Wood Buffalo Regional Library to have the \$15 fee waived.

This personal information is being collected under authority of the Libraries Act and will be used to contact applicants when volunteer opportunities arise. The information collected is protected by the provisions of the Freedom of Information and Protection of Privacy (FOIP) Act. If you have any questions about the collection of this information, contact our FOIP Coordinator at 780-743-7800.

Updated November 2016