



## **Volunteer with us at the Wood Buffalo Regional Library**

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

# **Community Services Volunteer**

### **Requirements:**

- High School Diploma
- Must be 18yrs+

### **Schedule:**

- Commitment of 2-4hrs per week, or 4hours 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 the Summer Reading Program, as well as other 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](http://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](mailto: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: 4hrs 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.*