



Volunteer Program Process

Shelving volunteers

1. Once the volunteer application is submitted, the Volunteer Coordinator will review it and do a background check.
2. Upon successful completion of the background check, the Volunteer Coordinator will contact you to set up an interview time.
3. If accepted into the volunteer program, the next step is an orientation and tour of the library.
4. A two-hour training session will be scheduled to learn the rules of shelving. This training includes learning and practicing all the skills necessary to feel confident in the position.
5. Within a week of the initial training, you will be required to come back for an additional 30-60 minute recheck to ensure that you feel comfortable.
6. We ask that you commit to volunteering at least once per month to retain the skills learned and be aware of any changes to policies and procedures.

Please note: After three months of inactivity, you will be moved to the inactive volunteer list and be required to set up a retraining session with the Volunteer Coordinator.

Master Gardener volunteers

1. Once the volunteer application is submitted, the Volunteer Coordinator will review it and do a background check.
2. Upon successful completion of the background check, the Volunteer Coordinator will contact you to set up an interview time.

3. If accepted into the volunteer program, the next step is an orientation and tour of the library grounds.
4. Next, your information will be shared with the lead Master Gardener.

Volunteer volunteers

1. Either come to a Volunteer meeting to fill out an application or submit an application beforehand.
2. The Volunteer leader will handle the orientation and tour.