

## **Craft Prep Volunteer**

The Los Gatos Library is seeking a teen volunteer to assist in preparing craft supplies for arts and crafts programs and at the Library. We are seeking a strong communicator, a self-starter, and a detail-oriented and independent worker.

Qualifications:

- The volunteer must be more than 15 years of age
- They must commit to 2-3 hours per week
- They must be able to communicate effectively via email with their supervisor at the Library
- They must be able to meet deadlines set by their supervisor at the Library
- They must have a knack for arts and crafts

Learning Objectives for Craft Volunteer:

- Demonstrate responsibility in working regular shifts and communicating with supervisor when unable to work
- Demonstrate the ability to accomplish/complete a task while demonstrating a thorough concern for all the areas involved, no matter how small.

## **Tech Tutoring Volunteer**

The Los Gatos Library is seeking a Tech Tutoring Volunteer to meet with patrons and assist with tech problems. We are seeking a strong communicator, an able tech communicator, a self-starter, and an independent worker. As a tech tutor you will help patrons in these appointments with a variety of questions (on a generally basic level.) Many of our patrons like to come every week with laptops, smartphones, and tablets. A general knowledge of iOS, Windows, and Android is a must.

Qualifications:

- Must be technologically inclined and have ample experience with technology basics: email, texting, mobile devices, computers, social media, navigating the Internet
- Must be able to communicate well and respectfully with library staff and patrons
- Must be able to commit to a consistent schedule
- Must be passionate about helping people become more confident in their tech skills!

Learning Objectives for Tech Tutoring Volunteer:

- Demonstrate responsibility in working regular shifts and communicating with supervisor when unable to work.
- Must develop patron trust by successfully being able to find answers to the tech problems.

- Develop strong customer service skills such as having a professional yet approachable demeanor, remembering patron's names, being polite, asking questions and demonstrating patience and good listening skills.

### **Kids Knitting Volunteer**

The Los Gatos Library is seeking a teen volunteer to assist with our busy Kids Knitting program. We are seeking a patient teen, who is great at working with kids ages 7-13, who has basic knitting skills. Volunteers need to be able to work Thursday afternoons.

Qualifications:

- Must have patience
- Must be able to work with small children
- Must commit to about 1.5 hours per week

Learning Objectives for Kids Knitting Volunteer:

- Demonstrate responsibility in working regular shifts and communicating with supervisor when unable to work
- Demonstrate attention to detail
- Learn to quickly solve problems and move from one student to another when things become hectic

### **Tinker Tuesday & Kit Volunteer**

The Los Gatos Library is seeking a volunteer who takes initiative, has great social skills, and is extremely organized and task-oriented! This volunteer will help set up, run, and tear down the "Tinker Tuesday" program every 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month. The program's activities will vary from week to week, but will include a few fun activity stations for children ages 3 – 10. The volunteer will help the librarians run the program by setting up and cleaning up, but will also get a chance to demonstrate to children how to use certain tools, toys, etc. The volunteer will need to have creativity and imagination skills. On non-Tinker Tuesday program days, the volunteer will assist with administrative tasks at the Library. Specifically, they will help re-fill our Art Kits. This involves learning and remembering which kits get which supplies, and then re-filling them so that they are ready for check-out again.

Qualifications:

- Must be age 15 or older
- Must be skilled in interacting with children ages 3-10
- Must be able to communicate well and respectfully with library staff and patrons
- Must be able to commit to Tuesday afternoons from 3-5 pm
- Must be creative and imaginative
- Must be able to do repetitive, detail-oriented work

- Must be able to complete tasks in a timely manner
- Must be able to work independently in an organized manner, and to keep track of tasks

Learning Objectives for Tinker Tuesday & Kit Volunteer:

- Demonstrate responsibility in working regular shifts and communicating with supervisor when unable to work
- Demonstrate skill in working with young patrons, especially in teaching or instruction
- Demonstrate creativity and imaginative skills when working with children and their families
- Demonstrate responsibility in assisting to run the program: keeping time, helping to set up and tear down, etc.
- Demonstrate skill in working independently in other administrative tasks

### **Seed Library & Garden Volunteer**

The Los Gatos Library is seeking a volunteer who will ensure the Seed Library is stocked by making seed packets, re-filling the Seed Library, and keeping it organized. This position will also assist in helping maintain the Children's Garden. These tasks may include cleaning the space and watering some of the plants. This volunteer may also do extra administrative tasks when seed library is fully stocked.

Qualifications:

- Must be age 15 or older
- Must be able to complete repetitive, detail-oriented work
- Must be able to communicate well and respectfully with library staff and patrons
- Must have an interest and some knowledge of gardening
- Must commit to 2 hours per week

Learning Objectives for Seed Library & Garden Volunteer:

- Demonstrate responsibility in working regular shifts and communicating with supervisor when unable to work
- Demonstrate the ability to work independently, especially in repetitive and detail-oriented work
- Demonstrate skill in keeping track of tasks and completing them in an orderly fashion
- Demonstrate ability to take initiative in tasks, no matter how small

### **Storywalk Volunteer**

The Los Gatos Library is seeking an outdoorsy volunteer to keep our Storywalk displays at Oak Meadow Park clean and beautiful. This position involves checking in at the Library to pick up supplies such as towels and cleaning solution, going to the park to spray and wipe down each post, and then coming back to the Library later that same week to return the supplies. The Storywalk needs to be wiped down once a week. After cleaning, the volunteer will take about 15-20 minutes to get a headcount of how many people engage with the Storywalk to add to the Library's impact statistics. This position requires about 2 hours each week.

Qualifications:

- Must be age 15 or older
- Must be able to communicate well and respectfully with library staff and patrons
- Must be able to complete repetitive, detail-oriented work
- Must have an interest in being outdoors
- Must commit to about 1.5 hours per week

Learning Objectives for Storywalk Volunteer:

- Demonstrate responsibility in working regular shifts and communicating with supervisor when unable to work
- Demonstrate ability to work independently, while keeping track of their own time and schedule. The volunteer must determine their own schedule of when to pick up the supplies, when to go to the park, and when to bring back the supplies.

**Local History Volunteer**

The Los Gatos Library is seeking a Local History volunteer to join a passionate and knowledgeable team of history lovers. Volunteers may interact with the public, answering questions from Library patrons who need help performing local history research. They should be patient and willing to learn how to use new technologies with particular attention to detail. We are looking for a volunteer who is curious about Los Gatos history, comfortable working independently and be able to communicate well. Some volunteer duties may include:

Qualifications:

- Must be age 15 or older
- Must be able to communicate well and respectfully with library staff and patrons
- Must be able to complete repetitive, detail-oriented work
- Must commit to about 1.5 hours per week

Learning Objectives

- Researching, organizing, scanning, and cataloging historic photographs and documents
- Working on history exhibits and displays inside the Library
- Assisting in answering local history questions from Library patrons;
- Contributing to a Library Newsletter.

Our ideal volunteer will be able to commit to a set weekly or bi-weekly schedule for at least 6 months.

**Retro Tech Tutoring Volunteer**

The Los Gatos Library is seeking a Retro Tech Tutoring Volunteer to meet with patrons and assist them in learning to use the Retro Tech equipment to digitize their VHS tapes, cassettes, slides and more. We are

seeking a strong communicator, an able tech communicator, a self-starter, and an independent worker. We will teach you to use the Retro Tech equipment, your job will be to train the patrons. A comfort with tech generally is helpful, an ability to explain processes to patrons is a must.

Qualifications:

- Must be able to learn to use new tools to digitize materials
- Must be able to communicate well and respectfully with library staff and patrons
- Must be able to commit to a consistent schedule
- Must be passionate about helping people become more confident in their tech skills!

Learning Objectives for Tech Tutoring Volunteer:

- Demonstrate responsibility in working regular shifts and communicating with supervisor when unable to work.
- Must develop patron trust by successfully being able to describe how to use unfamiliar equipment.
- Develop strong customer service skills such as having a professional yet approachable demeanor, remembering patron's names, being polite, asking questions and demonstrating patience and good listening skills.