





# VOLUNTEER APPLICATION

## Friends of St. Thomas Public Library

I am interested in the following volunteer positions:

- Sorter      Sorters go through the donated books and material, separate the books into categories, and put them in the appropriate place on the store's bookshelves.
- Shop Clerk      Shop Clerks sell the books and offer customer service in two hour shifts.

Please speak to a staff member for full volunteer job descriptions.

Why are you interested in volunteering for Friends of St. Thomas Public Library? \_\_\_\_\_

\_\_\_\_\_  
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**All volunteers providing service at the Library Friends Shop are expected to:**

- Support the Friends of St. Thomas Public Library's mission
- Inform the volunteer organizer if they are unable to work as scheduled
- Arrive on time and stay until a replacement has arrived or when the store closes
- Dress appropriately for retail service (including no jeans or t-shirts with slogans/logos)
- Treat all customers with equal respect and courtesy
- Record all issues, concerns, or questions relating to facility, customers, or stock in the "Book Store Log Book"
- Return all cash collected and keep accurate sales records (if applicable)
- Adhere to all relevant polices and legislation, including, but not limited to, Health & Safety, Workplace Harassment, and Customer Service Standard

**As a Volunteer, I fully understand and agree to the following:**

That I will not receive remuneration, salary, wage, payment, Workers' Compensation coverage, or any other employee benefits whatsoever and I understand that there is no employment relationship as a result of my volunteer activity. Further I understand that the Friends of St. Thomas Public Library may at its sole discretion reassign me or terminate my services as a volunteer without notice or compensation. I verify that all information on this form is accurate.

**Signature of Volunteer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Staff Initials:</b>	<input type="text"/>	<b>Date Received:</b>	<input type="text"/>
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Please drop off this form at one of the following locations:

- Library Friends Shop, Elgin Mall, 417 Wellington Street, St. Thomas
- St. Thomas Public Library Service Desk located on the Main Floor
- Or mail it to Friends of St. Thomas Public Library at the address below