



## Volunteer Opportunities at Muncie Public Library

**Book Sale Volunteer** - Friends Building. Volunteers and groups can help the Friends with book sales (Friends membership is not required.) Assist with book sorting, book sale set up, and help customers carry out their books. This is an ideal volunteer project for a group or organization. Book sales are held quarterly with upcoming sales posted on the Friends page on the Library website.

**Collections Volunteer** – Circulation, Audio-Visual, and Content Management Departments at Kennedy Library and Maring-Hunt Library. Help re-case and clean DVDs, re-shelve DVDs and other AV items, put new books in jackets, label and mark new CDs and DVDs, and dust shelves. Shelving volunteers must be detail-oriented and take a shelving skills assessment test.

**Coupon Volunteer** - All Library locations. Volunteer will clip and organize coupons on a weekly basis and remove expired coupons from the coupon exchange. Volunteer must be dependable, use scissors safely, and able to devote at least one hour weekly to the task.

**Garden Volunteer** – Maring-Hunt Library Gardens. An individual or group can help with a variety of ongoing projects in the garden area. Volunteers can plant/weed/water the U-Pick gardens, as well as all public areas. Volunteers will also assist with pavilion upkeep and maintenance. Seasonal opportunity May through September. Gardening experience helpful but not necessary.

**Great Achievers Volunteer** - GA program at Maring-Hunt Library. Assist the GA Director with two classrooms, including: computer set up, homework help, playing educational games & activities with children, assisting groups during lessons, and assisting the GA Aides and BSU volunteers as needed. Must be energetic, patient, and enjoy working with children. Must be available during the GA program hours (Generally, Monday through Thursday, from 3-5:30pm during the academic school year).

**Homework Helper** - Connection Corner. During the academic school year, the volunteer will be available for a two-hour block at least one weekday afternoon Monday-Thursday. Volunteers will help students with homework, Digital Climbers technology activities, or provide an activity such as a game or puzzle. Must enjoy working with children, be comfortable providing hands-on homework help, and guiding students with online (computer) assignments. This position would be ideal for a retired teacher, though previous teaching experience is not required.

**Landscape Volunteer** - All Locations. An individual or group can adopt an area of landscape at any library location. Volunteers will keep the area free of weeds and trash. May plant new landscape plants with prior approval. Must be able to work outside, have knowledge of plants or willingness to learn. Must demonstrate caution in using garden tools such as clippers, rakes, and shovels. Volunteer opportunities will vary based on the season and on weather conditions.

**Local History & Genealogy Volunteer** - LH&G Department at Carnegie Library. Process, index, scan, and input county government records and local historical records. Must have an interest in preserving history, be organized and detail-oriented, be comfortable with the equipment used, and have good reading and writing skills.

**Movie Assistant** – All MPL locations. Assists library staff with movie events as needed. Tasks may include arranging tables and chairs, preparing refreshments, greeting attendees, and tallying attendance. Times vary according to planned events. Must be dependable, responsible, and able to commit to scheduled programs at least one month in advance.

**Newspaper Archive Volunteer** - PR Department at Maring-Hunt Library. Clips newspaper articles and organize for archiving. Must be detail-oriented, especially in regard to chronological order.

**Summer Reading Program Youth Volunteer** - YS Departments at Kennedy Library and Maring-Hunt Library. Volunteers must be 14 years of age and older and will assist with activities including crafts, enrollment, reviewing reading logs, distributing reading incentives, and assisting with special programs. Must be responsible, dependable and have a willingness to work with other youth.

**Youth Services Volunteer** -YS Department at Kennedy Library and Maring-Hunt Library. Assist with program and event preparation (crafts, organizing supplies, preparing program room, nametags, bulletin boards, etc.) and clean up. Clean and sanitize puzzles, blocks, and other materials. Must be dependable and enjoy working with children

If interested in volunteering at MPL, please visit any library location and fill out a volunteer registration form and permission form for background check. Or go online to [www.munciepubliclibrary.org](http://www.munciepubliclibrary.org), click on *Library Info*, then *Volunteers* at the top of that page, then on *Volunteer Registration Form*.

You can also contact the Branch Manager at each location to register as a volunteer. The listed opportunities may or may not be available at all times. *All adult MPL volunteers are required to undergo a background check prior to volunteering.*

Carnegie Library:	Sara McKinley at <a href="mailto:smckinley@munpl.org">smckinley@munpl.org</a> or 765-747-8208
Connection Corner:	Tenisha Harris at <a href="mailto:tharris@munpl.org">tharris@munpl.org</a> or 765-747-8216
Kennedy Library:	Donna Catron at <a href="mailto:dcatron@munpl.org">dcatron@munpl.org</a> or 765-747-8213
Maring-Hunt Library:	Mary Lou Gentis at <a href="mailto:mgentis@munpl.org">mgentis@munpl.org</a> or 765-747-8217