

Friends of MCDL Volunteer Application

Mission

The Friends of Medina County District Library (Friends of MCDL) support the library and its endeavors by focusing attention on programs and services, fostering public support, and fundraising.

What we do

- Support programs, such as the Summer Reading Game, through fundraisers, grants and sponsorships
- Connect to the community through public events at each library location
- Help the library host author visits, which features national, regional, and local authors

Volunteers have the right to:

- Work in a safe & healthy workplace, to know about unsafe work and to refuse unsafe work
- A supportive environment in which to work and contribute
- Effective and meaningful volunteer involvement practices
- Provide feedback and receive feedback when requested and at regular intervals
- Ask for and receive support from the Friends of MCDL Liaison when required

Volunteers have a responsibility to:

- Act with respect for the cause, community, organization and its work
- Act responsibly and with integrity
- Fulfill the duties of the role as defined in the position description, efficiently and effectively
- Respect all policies in place
- Notify the lead volunteer if they are unable to fulfill their duties or miss a shift
- Recommend suggestions and changes if needed

Book Sale Volunteer Description

As a book sale volunteer, you are a valuable resource in: 1) providing affordable, gently used books and other media to library patrons, non-profit organizations, and other entities in need of these items, and 2) generating revenue to help the Friends support the Summer Reading Game, library programming, and community events.

Book sale volunteers are responsible for operating book sales during its regularly scheduled hours, hosting special sales, sorting and shelving donations/library discards, refreshing inventory as needed, maintaining the sales area (keeping it clean, organized,

and easily accessible to patrons), and providing customer service. Volunteers may be responsible for conducting sales transactions – cash, check or credit/debit card.

Special Events Team Volunteer Description

Special Events/Fundraising volunteers are on an “as-needed” basis. Extra hands are needed to help events run smoothly. The special events team is a key component in generating revenue to help the Friends support the Summer Reading Game, library programming, and community events. Duties may include:

- Assisting with marketing & promotions; share posts on social media
- Helping with donation requests and sponsorship solicitation
- Basic errands: transporting supplies from one place to another, picking up donations
- Event set up and clean up
- Day of event assistance-registration, raffle ticket sales, customer service and information
- Taking photos and videos

Friends of MCDL Volunteer Application

Name: _____

Phone# _____ E-mail _____

Employed Name of company/organization _____

Retired Former occupation _____

Stay-at-home parent or caregiver _____

Your interest:

Book sales

Brunswick

Buckeye

Highland

Lodi

Medina

Seville

Special events team

Availability:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Time of day

Morning 9 a.m. – noon

Afternoon noon – 5 p.m.

Evening 5 p.m. +

Are you currently a member of the Friends of MCDL? _____

Why are you interested in volunteering?

Please email to mcdlfriends@gmail.com or mail to Friends of MCDL, c/o Monica Heath, 210 S. Broadway Street, Medina, OH 44256.