



**Volunteer Application**

*This application is intended for those with special needs ages 14+. If this description does not fit you, please consider filling out our teen or adult volunteer applications, found on our website, westlakelibrary.org, or by contacting the library at 440.871.2600.*

If you are interested in volunteering for the Westlake Porter Public Library **AND** you are 14 or older with special needs, we are looking for you! Most volunteer shifts will occur within the Youth Services Department, but other opportunities may become available. Volunteer tasks will vary and are dependent on interest, skills, availability and your willingness to learn. Volunteer tasks may include: alphabetizing materials, filling displays, greeting patrons, cleaning and helping with library programs. Please fill out this form and return to the **Westlake Porter Public Library**. We will then contact you to set-up an initial meeting and determine the opportunity that best fits.

**Name:** \_\_\_\_\_  
Last First

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**EMERGENCY CONTACT**

This person must be available to contact during your shift in the event of emergency, either of your person or within the library building.

**Emergency contact name:** \_\_\_\_\_

**Emergency contact phone number:** \_\_\_\_\_

**REASONABLE ACCOMMODATION**

If you need accommodation in order to perform job functions please describe your need(s) below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CAREGIVERS**

Caregivers are encouraged but not necessarily required, dependent on each individual. The need for a caregiver can be determined at any time and caregivers are encouraged to attend the initial meeting. If it is determined that a caregiver should be present during your volunteer shifts, the caregiver must be with you during all shifts. Caregivers will be expected to be courteous to staff and patrons at the Library and provide support to your volunteer tasks but will not be expected to do volunteer tasks. WPPL does not provide transportation for volunteer shifts.

**SHIFT AVAILABILITY**

Shifts last about an hour. The library is open 70 hours a week and a mutually agreed upon schedule of shifts will be determined upon acceptance.

**ADDITIONAL INFORMATION**

Please let us know how comfortable you are with placing things in alphabetical and/or numerical order. If you check yes, you will be asked to order a shelf of library materials as part of your initial meeting.

**Yes, I feel comfortable placing things in alphabetical and/or numerical order.**

**No, I do not feel comfortable placing things in alphabetical and/or numerical order.**

If there is anything else you would like us to know, please describe below.

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**EXPECTATIONS**

Volunteers are expected to be courteous to staff and patrons. Volunteers must be willing to take instruction and follow through with tasks to the best of their abilities. Volunteers must attend all scheduled shifts unless they notify the library in advance. Excessive no-shows, disrespectful behavior and not following through with tasks may result in dismissal from volunteering.

**We appreciate your interest and help! We look forward to having you become a vital part of the Westlake Porter Public Library!**

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**QUESTIONS?**

If you have questions, would like more information and/or need help filling out this application, please contact **Natalie Bota at 440-250-5489** or at [natalie.bota@westlakelibrary.org](mailto:natalie.bota@westlakelibrary.org).