Volunteer Jobs

Shelver
Re-shelves carts of sorted books: Involves pushing loaded book carts, lifting and manipulating books, bending, reaching and an ongoing repetitive motion. Focus, concentration and attention to detail are critical. Generally no more than two hour shifts are recommended due to nature of this work. Because this job is critical to basic library operations and work flow, a consistent regular schedule is required so overall workflow can be efficiently managed.

Shelf Reader
Scans, or "reads," library shelves searching for and correcting out of order items: This position requires keen attention to detail and focus. Tasks include some repetitive motion, bending, reaching and manipulation of books to re-position items into the correct place. Accommodations can be made to read only mid-level shelves if reaching and bending is restricted. This position allows for a flexible and variable schedule because it is not a critical daily work flow function, however, attendance on a weekly basis is preferred in order to keep shelves in order. One to three hour shifts are recommended due to the intense focus required.

Greeter
The Aurora Public Library always needs friendly, outgoing and customer oriented volunteers to greet customers as they enter the library and provide basic directional information. The schedule and shift length for this job is flexible, but some level of weekly commitment is desired. This job generally requires standing and, depending on the facility, may involve being near entry doors where cool drafts from outside air can exist.

Computer Tutor
One-on-one computer training: Sessions range from 30 minutes to one hour at a dedicated training computer. Scheduled work hours can be flexible and based on volunteer tutor's available hours. Your available times slots are required at least one month in advance so available tutoring hours can be marketed and scheduled to the public. Dependability and pre-planning is critical. Tutors generally work with novice computer users to teach basic internet use and Microsoft Office Suite programs. Due to network management, security and licensing issues, non-library approved software cannot be loaded onto the training center computer.

Computer Class Assistant
Assists library staff in group computer training classes for customers: Library staff offer group computer classes in basic internet use and Microsoft Office Suite programs. With up to 12 students in a class, one to two assistants are needed for each to provide one-on-one support. Classes are scheduled in advance with pre-registered students attending, therefore, ddependability is critical.

Customer Technology Helper
Helps customers as needed with computer usage: All Aurora Library locations have general use public computers for the public. The Central Library, for example, has about 120 computers that are almost all in use at certain times of the day. Volunteers with a broad range of skills, especially internet background, are always needed to provide friendly help to customers with all levels of assistance as needed. Scheduling and shift length for this work is relatively flexible but help is needed most during weekday afternoons and weekends. Volunteers with strong computer skills who are friendly, approachable, patient, and have good customer service skills will enjoy this type volunteer work.

Homework Helper

Works with school age children generally from about 4th grade to 12th grade: Hours are scheduled and marketed as drop-in blocks of time after school during late afternoon into early evening and on weekends. Dependability is critical. Because this is a drop-in program, the library cannot guarantee a steady stream of students. Homework Helpers are encouraged to bring other work or reading materials in case there are slow times. This position requires individuals with primary or secondary teaching credentials. Homework Help time can also be specifically marketed to the strength of the Homework Helps (e.g. math, language arts, and social studies). Dependability and long term scheduling is critical to this position as the Home Work service hours will be advertised to the public and must be staffed.

Early Literacy Volunteer

Be the ambassador for the new Early Literacy Center at the Central Library! This position will include giving families with young children tours of our new Early Literacy Center and helping young children interact with the Early Literacy computers. ELC Volunteers will inventory and clean supplies in the center and assist the Children's Librarian in teaching Early Literacy classes to parents. Experience working with young children preferred.

Youth Craft Program Volunteer

Assist the Youth Services department at the Central Library develop craft programs for children. We are looking for creative and artistic types who can perform paper cutting tasks. Additionally, you can use your creativity to develop bulletin board and book displays for the library.

Adult Program Presenter

The Library offers adult programs, generally at the Central Library. We are always looking for interesting topic presenters. Programs are officially marketed as library sponsored programs with considerable event marketing. The library reserves full rights to select presenters and programs based on evaluation criteria such as projected attendance/interest, quality of presentation, qualifications of presenters, appropriateness of topic, and how a specific program may fit into the library scope and mission or emphasized theme of other library programs. Presentations that are primarily product or service marketing pitches that offer only introductory information are not allowed. A brief mention and distribution of a business card or single page flier about additional services is allowed.

Adult Program Coordinator

The Library offers adult programs and guest speakers. Help is often needed with arranging chairs, setting up display tables, greeting and directing attendees and introducing the speaker or performer. This position is flexible but dependability on the program day is absolutely critical.

Read-Aloud Outreach Volunteer/Ambassador

This position is highly flexible and self directed for the most part. Using content information and contacts provided by the library, volunteers set up and self schedule read-aloud appearances at preschools, elementary schools and senior centers. Volunteers act as representatives of the Aurora Public Library and provide library informational materials and verbal marketing for library services during these visits. This is a rewarding opportunity to act as an ambassador for the library and inspire learning and literature to the community.

The Vacuum Brigade
All locations need regular vacuuming. The library provides vacuum cleaners. This position generally is scheduled before opening to the public due to the sound. Shifts are short and usually under one hour. Often, Vacuum Brigade volunteers continue their shift for another hour as a Dust Buster, doing light dusting and cleaning the public computers.

Dust Buster
This volunteer job involves light dusting and cleaning computers and computer screens. With the heavy use of computers, the Library can never have enough helpers to keep equipment clean and sparkling! This position involves some reaching, bending and repetitive motion associated with light cleaning. The schedule for this work is highly flexible, but better if done before opening or during slower times of the day. Some level of weekly attendance is preferred.

ESL Discussion Group Leader
This volunteer position is pending publicity and the formation of a large enough group. After the group is formed, this volunteer will be responsible for facilitating discussion amongst a group of people for whom English is a second language, and who want to improve their conversational English. Duties will include welcoming group members, coordinating introductions, and leading off the conversation. The group is expected to meet once a week. If more than one person volunteers for this position they will rotate on the schedule. Dependability and long term scheduling is critical to this position