

Volunteer Information Meeting (VIM) – Group Interviewing Outline

Section 1: 5-7 minutes

- Introductions
- Why we are here tonight
- Introductions of each other in the room

Employment with the Library System – Hiring Freeze – no longer address this issue in the meeting at this time.

Section 2: 10 minutes

ACTIVITY: Quiz – What do you know?

(most of the below facts are covered in the quiz)

Facts about the Library System -

At all 19 Library locations

Library Background and Information:

- Year founded -- Portland Library Association until 1990 – then became formally part of the county
- 22 million items checked out
- 14,600 people visit the library's 19 locations each day
- Library users pick up 6,700 holds for specific books, videos, CDs, board books,
- We have the highest circulation(number checked out) in the country per capita – only behind New York Public (which has twice the number of branches and 4 times the population served)

Section 3: 10 minutes

Activity: Library Foundation Video

Review points below – outside the library walls

Outreach programs

Raising a Reader
Early Childhood Programs
Books 2U
Library Outreach Services
Shelter Delivery
School Corps

Other Programs

Title Wave --
Friends of the Library

Section 4: 15 minutes

Volunteer Program at the Library

- 1900 volunteers annually that contribute 70,000 hours of volunteer time
- Volunteers extend the ability of library to provide services as they assist staff and deliver information to library users
- Volunteer Services – Clearing house for all the volunteer opportunities in city. Once we make a placement you will have a specific staff member, location/program

Basics of Volunteering at the Library

- Minimum Commitment
- Other Commitments of time
- Volunteer Shifts: Set a regular weekly schedule, typically one 2 shift per week. This varies on type of position
- Scheduling
- Leave when it is planned in advanced – tell us
- Last minute – call supervisor
- Time Sheets
- Name Badges
- Criminal Record Checks on positions that work with vulnerable populations or handle financial transactions.
- Once connected to a location or program you receive the volunteer handbook and work out scheduling and training
- Activity: Value of Intellectual Freedom

Section 5: 10 minutes

Volunteer Positions and Priorities:

See sheet in your packet on position openings

At Library Locations

Behind the Scenes

Branch Assistant

Search Assistant

Assisting the Public

Techno Host

Priority Volunteer openings

Have everyone review position openings

Points:

- If applicant fills out purple sheet, but leaves w/o interviewing, applicant should call VS within a week to discuss scheduling an interview
- Persons who stay and interview will receive priority in placement processes
- Placement process can take up to 2-3 weeks

The following positions require additional screening interviews

Techno Host

Citizenship Teachers

Talk Time Facilitators

After presentation: Speed Interviewing by VS staff

Questions:

- What makes you interested in volunteering?
- Describe your ideal working/volunteering environment?
- Tell me more about your experience and why you would like to volunteer in the position you have identified?