



Position Description
VOLUNTEER

NAME: _____

Phone Contact: (Home) _____ (Cell) _____

Mailing Address: _____

Specific responsibilities / duties: _____

Supervisor: _____

**VOLUNTEER EXPECTATIONS AND
RESPONSIBILITIES**

- To be given guidance, training, & supervision
- To be treated with respect and appreciation
- To be informed of Lawton Public Library policies
- To carry out duties promptly and reliably
- To cooperate with the staff
- To participate in any training required
- To be punctual and notify Volunteer Supervisor of any absences
- To keep track of volunteer time on Volunteer Time Sheet
- To be alert, sober, and drug-free while volunteering

Signature of Volunteer

Signature of Supervisor

Date

I _____ acknowledge and agree that activities performed as a volunteer will be performed strictly on a volunteer basis, without any pay, compensation, or benefits. I agree and understand that I must comply with the rules and regulations established by the Lawton Public Library (LPL) and that failure to do so may result in my immediate removal as a volunteer.

I am aware of the nature of the activities to be performed as a volunteer. I agree that all volunteer activities are to be performed by myself, at my own risk, and I assume full responsibility therefore.

I agree not to hold or attempt to hold LPL or their employees responsible for any injury or damage sustained or incurred by myself, arising out of or in any way connected with my activities as a volunteer at LPL. I hereby release and discharge LPL and their employees from any and all claims, demands, causes of action of any nature or cause, for any such injury or damage incurred or suffered by my actions.

Print name (Volunteer)

Signature of Volunteer

Date

Volunteer Name

As a volunteer would you prefer:

To be called on special projects as needed

To have the same weekly schedule

Check any types of volunteer work you might be interested in:

Homebound delivery

Program Instructor

Special Projects

Clerical

Working with Books

Working with computers

Working with people

Working with children

Working outside

Cleaning

Other _____

Remember, as a volunteer you are working in the public eye and represent Lawton Public Library. Thank you for taking the time to complete this form. It will help us match your talents to our current needs. WE APPRECIATE YOUR INTEREST! The Volunteer Coordinator will contact you soon.