

KCPL Volunteer Position Overview

Anyone interested in volunteering must complete the volunteer application, which will be reviewed and considered in light of current library needs, as well as the applicant's interests and availability.

Volunteers go through an orientation and receive ongoing training related to their duties. They are required to comply with all KCPL policies and procedures.

Volunteers supplement, but do not replace the work done by employees. They provide support to general library operations in a wide variety of ways, including shelving books, shelf reading, straightening the collection, mending items, prepping materials for programs, special projects, and other tasks. Specific task assignments are based on current library needs and the talents, interests, and availability of individual volunteers.

Volunteers are not permitted to do tasks that are a primary duty of library employees (for example: working at public service desks; facilitating storytime programs; creating marketing materials). Volunteers are legally distinct from employees and do not receive compensation.

Due to the nature of volunteer tasks and the training involved, a commitment of at least six months is preferred for adult volunteers and a commitment of at least three months for teen volunteers. Some special projects, including scheduled service-learning workshops for teen volunteers, may require a shorter time commitment.

KCPL welcomes teen volunteers ages 14-17 who are engaged, self-motivated, and dependable. Teens may apply to volunteer on a regular weekly schedule (when openings are available) or as part of regularly scheduled service-learning workshops designed specifically for teen volunteers. Teen volunteer applications must be signed by the teen's parent or guardian. KCPL can provide teen volunteers who are students in the state of Maryland with formal documentation of their volunteer hours to support state service-learning requirements for graduation. Teen volunteers are responsible for requesting the documentation and must provide any service-learning paperwork required by their school.

Volunteers are expected to dress in a manner that reflects being in a professional environment. Comfortable, casual clothing is recommended. Clothing that includes images or messages that are political, religious, violent, or sexual in nature are not permitted while volunteering. Shoes are required at all times. For safety reasons, flip-flops and open-toe sandals are not permitted.