



Create a Volunteer Program to Support Your School Library

How to Develop a Volunteer Program

Plan. Identify the needs to be met by volunteers and structure the ideal roles. How many hours per week are required? What time of day? Will the work be independent or supervised? These will be important details to discuss when you meet with potential volunteers.

Promote. Provide your volunteers with an identifier so that students and visitors can easily see them. It could be a volunteer badge or jacket. This will also help you attract new volunteers!

Match Specific Skills. Your volunteers may have special skills to contribute, such as technical or classroom skills. Be sure to ask your volunteers what they can offer.

Appreciate. Be sure to thank your volunteers. Help them feel that they are valued and important to the school and the library!

Identify Potential Volunteers

Parents. Parents often enjoy volunteering, but keep in mind that when their child leaves the school, they will often follow. It's a good idea to ask teachers if they have had experience working with particular parents to understand if they are good fits.

Community Members. Remember that community members may be unfamiliar with the culture of a school. Let them know if there are rules or guidelines they must follow regarding dress code, language, or food and drink. It is a good idea to check references before accepting a community member as a volunteer.

Students. Students make wonderful volunteers! Older students may enjoy reading to younger students. They will feel a sense of pride from being part of the library. Many schools develop programs for student volunteers.

Tip. You may have the best luck matching volunteers with routine but necessary duties. In order to be effective, volunteers should have clear assignments and be instructed on expectations. Typical volunteer tasks include creating bulletin boards, checking out materials, shelving books, reading to students, greeting students, and adopting sections or genres of the library.

To start finding volunteers, post and share the flyer on the next page. ►

LIBRARIES ARE THE HEART OF THE SCHOOL!

Our Library Is Looking for Volunteers

If you would like to find out more
about volunteer opportunities,
please contact us at:

(LIBRARY CONTACT INFORMATION)

Research shows a strong connection
between library infrastructure
and student achievement.

Thank you!