GET INVOLVED FAST

San Mateo Public Library

Thursday, June 7, 2012

Volunteer Orientation & Training at the San Mateo Main Library
55 West Third Avenue - MEET IN LOBBY at 3:45 PM

All Volunteers need to take one General Orientation Tour of the Library *Plus* one Specific Training Session.

Also Opportunity Knocks For Current Volunteers To Train In Another Service Area

Computer Aides
need one General Orientation and one Computer Aide Training

Express CheckOut & Gate Check Assistants
need one General Orientation and one Express Checkout Training

Fine Sorters of Return Materials
need one General Orientation and one Fine Sorting Training

All volunteers will receive additional on-the-job training.

General Orientation and Training Sessions 3:45 PM - 5:45 PM

Thursday, June 7, 2012

3:45 - 4:00 pm	**Sign in & learn about the Different Volunteer Assignments**
4:00 - 4:45 pm	**General Orientation Tour for All Applicants**
4:45 - 5:30 pm	**Training Sessions**
	Pick ONLY ONE of the above Training Sessions
5:30 - 5:45 pm	**Computer Sign In/Out and Weekly Schedule Sign Ups for all new volunteers**

Please arrive no later than 3:45 pm to sign in at the Volunteer Table. You will then take the Orientation tour, one Training Session, select a weekly shift time and learn how to sign-in & sign-out on the computer to get started as a volunteer.

Minimum age 14. Minimim Service 30 hours.You will receive two hours of community service for completing your full Orientation & Training Session.

BE SURE TO COMPLETE AN ONLINE APPLICATION BEFORE YOUR TRAINING.
Get Involved Fast! Visit www.cityofsanmateo.org/volunteer and Apply Online; or use a Library Internet Computer and click on the desktop icon Volunteer at the Library.

Note: Volunteer assignments may be added or deleted based on the open shifts available on the day of training. 5/2/12