

Friends Helping Friends – Practical Tips

2009

Recruiting/Organizing Volunteers/Members

Recruiting

Pool of possible volunteers 211 telephone #
Volunteer Action Centre (Waterloo) or United Way database
Listing in newspaper of volunteer needs
Database
Library volunteer form can include Friends volunteers
Friends can create their own volunteer form that comes directly to them – Edmonton
Friends, Sault Ste. Marie Friends
Put volunteer form online– on your public library web site
Booksales outside the library – promote need for volunteers
(could use bookmark with volunteer tasks and time commitment)
Bookmarks can be given to every customer at book sales or in book stores
Provide Friends brochure at sales and use at every opportunity

- can be an effective recruitment tool

Added incentive to become a Friends member - 10 % off cost of used books
Hold some book sales at malls, community centres, summer festivals, etc.
Desirable to have students volunteering
Help make poster etc.,
Form at circulation desk & booksale desk

Who can we approach to volunteer? Where?

Ex members
High school students – 40 hours community service
New Canadians
CARP Magazine chapters ‘Zoomers’
Fax poster re student volunteers to schools

- community hours
- letter of reference

Outreach

- student helping seniors – sharing success with their friends (more volunteers)

Real estate offices – to people new to the community

Public Utilities – sent with bill

Events/Needs in Library newsletter

Local newspaper – library news and announcements

Welcome Wagon

How to manage and train volunteers

Volunteer coordinator

Working alongside experienced volunteer at first for on the job training

Using individual strengths/skill set

Manageable tasks that don't keep getting bigger

Good library/volunteer relationship

Job description, hours/commitment required

Folder with information on requirements or process to be followed