

Technology Mentor

Ideal for anyone who enjoys working with computers and is comfortable talking with the public including seniors, teens, and children!

Details:

- Minimum Age to volunteer is 18.
- Tutoring takes place at the Covina Public Library (upstairs).
- Hours are very flexible.

Responsibilities Include assisting Library patrons with the following:

- Using public internet and publishing center workstations.
- Retrieving documents from the Public Printer
- Using various computer and internet program applications from simple to moderately complex.
- Setting up personal email accounts through various free servers (i.e. AOL, Gmail, Hot-mail, Yahoo!, etc.)
- Using various computer software programs (i.e. Microsoft Word, Adobe Photoshop, Microsoft Publisher, PowerPoint, Microsoft Excel, etc.)

As part of your volunteer position, you will also inform Librarian on duty of any problems or disruptions in the Computer Center. (The Librarian will be the one to actually handle any problems; the volunteer would not be required to do this), as well as tidy up the Computer Center area (i.e. pick up trash, push in chairs, straighten workstations, etc.)

The Friends of the Covina Public Library

Established in 1962, The Friends of the Covina Public Library are volunteers who support, assist, and enhance the Library's mission, programs, and services through activities such as book and bake sales, special events, and membership dues. They also operate The Book Nook, the used bookstore in the Library, featuring books for everyone at very reasonable prices. The Friends of the Covina Public Library is an independent, non-profit public benefit 501(c)(3) corporation. You can help The Friends and the Covina Public Library by becoming a Friends member and/or donating your time. The Friends also accept monetary donations. For more information on how to become a Friend to the Covina Public Library, please stop by The Book Nook or call President Norm Klemz at (626) 967-8829.

Member Rates:

Member—\$10 Annually

Patron—\$20 Annually

Benefactor—\$30 Annually

Life Member—\$250 One-time Contribution

Memberships are tax-deductible to the extent allowed by law.



City of Covina Parks & Recreation Department
Library Services Division

VOLUNTEER PROGRAM

Whether you want the chance to make a difference in someone's life, make friends and have fun, or gain professional experience, the Library is a place where you can share your skills and talents.

A variety of volunteer opportunities are available:

- Homework Help Tutor
- Second Start Literacy Program Tutor
- Technology Tutor
- Friends of the Covina Public Library



For more information, please call the Covina Public Library at (626) 384-5312 or (626) 384-5280. Please visit the City's website at www.covinaca.gov for information on other City services and programs.

Covina Public Library
234 North Second Avenue



Why Volunteer at the Library?

The Library is a valuable resource for the community. Each year the Library welcomes thousands of patrons checking out many different items from books to audio books to DVD's. Our volunteers play an important role in providing quality customer service and thereby ensuring the success of the Library.

Library Volunteers are Invaluable

Volunteers assist with Library events and programs. All volunteers are equally important to the Library staff and they help to make the Library run more smoothly and efficiently.

Benefits of being a Volunteer

Although the Covina Public Library benefits greatly from its volunteers, volunteering can be a very rewarding experience for the individual as well. As a Library Volunteer you will be opening the doors to a world of knowledge, enjoyment, and enrichment to everyone in our community. Volunteers have the opportunity to work in a friendly environment, meet new and interesting people, gain a sense of accomplishment, and learn about the Library and all its resources.

Fingerprinting Requirement

All new volunteers (15 and older) who work with children must be fingerprinted. Once the volunteer application is approved, the City will schedule a fingerprinting appointment with the Police Department.



VOLUNTEER OPPORTUNITIES

Homework Help Tutor

Looking for a community service opportunity or need some teaching experience? The Library is looking for dedicated and enthusiastic volunteers, just 2 hours per week, for its after school Homework Center. Volunteers will provide homework assistance with math and reading or other subject areas as specified by the student.

Details:

- Minimum age to volunteer is 16.
- Homework assistance is held at the Covina Public Library.
- Tutoring takes place on Tuesdays, Wednesdays, and Thursdays, 3:30-5:30 pm
- Program begins September 14 and will end in June 2011. Tutors are accepted year-round.
- Students range from elementary to middle school grade students.

Second Start Literacy Program Tutor

Put your expertise into action! Become a literacy life coach!

Join us in giving the gift of reading to an adult or child. Our volunteer tutors are the heart of our program. If you are interested in making a contribution to our community, becoming a tutor will enable you to make a profound difference in a person's life.

All volunteers are carefully screened and receive the proper training to become exceptional tutors for the program. Volunteers work one-on-one with an adult or child needing assistance in reading, writing, and speaking.

Details:

- Minimum Age to volunteer is 18.
- Tutoring takes place at the Covina Public Library (upstairs).
- Time commitment is two hours per week for a six-month period.
- Tutors can schedule tutoring sessions back-to-back in one day.