

Dear *Create It! Volunteers* Applicant,

Thank you for your interest in volunteering with the Vaughan Public Libraries *Create It! Volunteers* program. In this package you will find the documents necessary to complete your application.

- Create It! Volunteers* Application (attached)
  - Both sides of this form must be completed in full.
  
- Two Reference Forms (attached)
  - Your references must complete these forms and return them to you in signed, sealed envelopes. Individuals who complete these forms must not be related to you.
  
- Photo permission form (attached) – **optional**

Completed applications must be submitted to the Civic Centre Resource Library. All documents listed above must be submitted in order for the application to be considered.

Successful applicants will be required to attend an interview and training / orientation session.

If you have any questions about the *Create It! Volunteers* program or the application process, please speak to staff at the Civic Centre Resource Library.

### VOLUNTEER JOB DESCRIPTION

**JOB TITLE:** CREATE IT! VOLUNTEERS – PARTIALLY SUPERVISED

**REPORTS TO:** Digital Creation Specialist and Information Staff

#### SUMMARY

Under the direction of the Digital Creation Specialist, volunteers will assist with maintenance and set-up of Create It!'s Green Room, Recording Studio, 3D Design and Virtual Reality stations. Volunteers may also be asked to assist with programming.

#### RESPONSIBILITIES

1. Provide assistance to the Digital Creation Specialist and Information Staff during programming.
2. Create an encouraging and positive environment for experienced and inexperienced creators.
3. Assist customers of all ages in using Create It! equipment under the supervision of the Digital Creation Specialist or other staff.
4. Assists the Digital Creation Specialist in the upkeep and maintenance of Create It!
5. Good attendance and punctuality is required.
6. Supports the *Mission*, *Vision* and *Values* of Vaughan Public Libraries.
7. Responsible following Health & Safety policies and procedures.
8. Record hours worked and tasks accomplished if required for community service placements.
9. Other duties as assigned.

#### QUALIFICATIONS

- Completed Grade 8 and a minimum of **14 years of age**.
- Proficiency in software and hardware related to audio-visual, 3D design or virtual reality technology.
- Ability to communicate courteously and effectively.
- Enthusiasm for working with people of all ages.
- Patient, dependable and reliable.
- Volunteers 18 years or older must obtain and submit a Police Vulnerable Sector Check prior to participating in program.

#### TIME COMMITMENT

- Volunteers must commit to a minimum participation level of 1 hour per week as scheduled for at least six months.

#### APPLICATION PROCESS

- Volunteers must complete and submit a Create It! Volunteers Application.
- Volunteers must submit two reference letters and successfully complete an interview and practical test.

#### TRAINING

- Volunteers must attend an orientation/training session prior to participating in the program.

#### BENEFITS:

- Volunteers will gain valuable work experience, and develop teamwork and leadership skills.
- Volunteers will gain valuable technology skills relating to design software.
- Volunteers will earn community service hours for their secondary school diploma.

**Please complete all sections of the form**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade/Year: \_\_\_\_\_ Age: \_\_\_\_\_

VPL Library Card #: \_\_\_\_\_

Name of School currently attended (if applicable): \_\_\_\_\_

I give Vaughan Public Libraries permission to contact me regarding other volunteer opportunities.

I give Vaughan Public Libraries permission to contact me regarding teen programs.

**If you are not a student:**

Occupation (if applicable): \_\_\_\_\_

Work Telephone (if applicable): \_\_\_\_\_

**Please check off the days and times when you will be available to participate in the program. The greater your availability, the more likely it is that you will be matched.**

Time	Monday	Tuesday	Wednesday	Thursday	Saturday	Sunday
10 – 11						
11 – 12						
12 – 1						
1 – 2						
2 – 3						
3 – 4						
4 – 5						
5 – 6						
6 – 7						
7 - 8						
8 - 9						

**Your completed application must be returned to the library at which you would like to volunteer.**

*Vaughan Public Libraries endeavours to provide a safe environment for all library users. In keeping with this objective, applicants over 18 will be asked to complete a Police Vulnerable Sector Check prior to the commencement of their volunteer work. The fee for the Police Vulnerable Sector Check will not be refunded to Reading Buddy applicants.*

*Personal information on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act, 1990, MFIPPA\Regulation 29. Personal information collected on these forms is used to contact program participants. After the program the forms are destroyed and non-identifying statistical information is retained. Questions regarding the collection of this information should be directed to the Chief Executive Officer, Vaughan Public Libraries, 2191 Major Mackenzie Drive, Vaughan, Ontario, L6A 4W2, 905-653-READ (7323).*

**Create It! Volunteers must be at least 14 years old.**

**We thank all applicants for their interest in the program, however, only those selected for an interview will be contacted.**

1. Why do you want to volunteer with Vaughan Public Libraries?

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2. Please describe your relevant volunteer and/or work experience.

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3. What qualities do you have that would make you a great Create It! Volunteer?

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4. Why do you think it is important to have access to creative equipment at the library?

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5. What do you create?

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6. Do you speak any languages other than English?

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Which equipment or software are you proficient in? \*check all that apply

- |  |  |
|--|--|
| <input type="checkbox"/> 3D Printing                         | <input type="checkbox"/> Final Cut     |
| <input type="checkbox"/> 3D Design                           | <input type="checkbox"/> Logic Pro     |
| <input type="checkbox"/> Oculus Rift/Virtual Reality systems | <input type="checkbox"/> GarageBand    |
| <input type="checkbox"/> Adobe Photoshop                     | <input type="checkbox"/> Sound Editing |
| <input type="checkbox"/> Photography/Videography             | <input type="checkbox"/> Music         |
|  | <input type="checkbox"/> DJing         |

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Dear Referee,

Please use this form to provide a written reference for \_\_\_\_\_  
(volunteer's name) who has applied for the *Create It! Volunteers* program at Vaughan Public Libraries. This program is for mature, dedicated creators who want to help out in our Create It! Space (Green Room, Recording Studio, 3D Design and Virtual Reality stations). The volunteers will help to maintain the space and equipment and will prepare it for the community to enjoy. They may also assist community members during library programs. Your responses are confidential.

Please complete this form, seal it in an envelope, **sign across the flap of the sealed envelope**, and return it to the applicant. Thank you for your assistance and for taking the time to complete this form.

Referee: \_\_\_\_\_  
Name (please print) Signature

Occupation: \_\_\_\_\_

Referee's Phone number: (\_\_\_\_) \_\_\_\_\_ Today's Date: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

### **Questions**

1. How do you know the applicant?

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2. What words would you use to describe this person?

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3. Have you had the opportunity to see this person interact with other people? If so, describe the experience.

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4. Do you think this person will be suitable for the *Create It! Volunteers* program? Why or why not?
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5. On a scale of 1-5 (5 being the highest) please indicate how you feel the applicant scores on the following personal characteristics (circle the appropriate number for each characteristic).

Responsibility	1	2	3	4	5
Dependability	1	2	3	4	5
Work Ethic	1	2	3	4	5
Knowledge of design technology	1	2	3	4	5
Patience	1	2	3	4	5

6. Is there anything else you would like to tell us about this person?
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Vaughan Public Libraries may contact you to confirm the information provided. If you have any questions or concerns, please contact Vaughan Public Libraries at (905) 653-READ.

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*Persons **18 years** of age and older*

I \_\_\_\_\_, hereby give permission for the photograph(s) taken at all *Create It! Volunteers* activities throughout the year to be used by Vaughan Public Libraries and/or the media in electronic or print publications, and online communication vehicles, to promote the Libraries' programs and services.

If the photograph is used in a publication, I authorize

- My full name to be used  
 I do not authorize my name to be used

Signed \_\_\_\_\_

*Parental consent is required for photographs of persons **under 18 years** of age*

I, \_\_\_\_\_ (*name of parent/guardian*) of  
(*first & last name of child*) \_\_\_\_\_, hereby give permission for the photograph(s) taken at all *Create It! Volunteers* activities throughout the year to be used by Vaughan Public Libraries and/or the media in electronic or print publications, and online communication vehicles, to promote the Libraries' programs and services.

If the photograph is used in a publication,

- I authorize my son or daughter's full name to be used  
 I do not authorize my son or daughter's name to be used

Signed \_\_\_\_\_