

VOLUNTEER INFORMATION

Thank you for your interest in volunteering for the Learning Resources Unit. Following are some FAQs re: volunteer work in our Unit.

What type of work do volunteers do?

Volunteers may be placed in any of the departments of the Unit. Departments include: Public Access (Circulation, Periodicals/Reserve), Reference, Learning Resource Center/Library Media Technology Center, Basic Skills, Music Library, Media Services and Distance Education. Tasks will vary depending on department needs. While most tasks will be clerical, others will be more physical in nature (delivering equipment, staffing the security gates, helping install art exhibits, etc.).

How do I apply for volunteer work?

It takes approximately one month to be approved for volunteer work. A District “Notice of Volunteer Services” form (Form #20480) must be filled out and submitted to the Director of the Learning Resources Unit. Once the Director has signed the application the volunteer will take the form to the Human Resources Department (Administration Bldg., Room 217). Human Resources staff will review the application and set up an appointment for the volunteer to be fingerprinted. Fingerprinting is required for all volunteers and staff and is performed at the Campus Police station. The fingerprints are sent to the Department of Justice in Sacramento for review. You will be notified once you are approved by that Department. There is no fee for the fingerprinting service.

What kind of time commitment is required?

Volunteers keep a regular schedule, as arranged with department supervisors, and must commit to at least 50 hours of service over a six-month period. Supervisors will make every effort to accommodate your schedule needs.

Can I choose which department I am assigned?

Volunteers will be placed in departments dependent on the Unit’s needs. Every effort will be made to match volunteers with tasks relevant to their skills and interests.

Are all volunteers who complete the application process accepted?

No. Although we are grateful for all applicants, the Unit reserves the right to accept or not accept the application based on the match between the needs of the Unit and the applicant’s skills, interests, and availability.

Does your Unit accept court required community service?

No. The campus does not accept any court required community service volunteers.

Contact: Should you have any questions about volunteering in the Learning Resources Unit, call (310) 660-3525.