



# JOETEN-KIYU PUBLIC LIBRARY

## CNMI STATE LIBRARY

P.O. Box 501092 CK, Insatto Street, Susupe, Saipan, MP 96950  
Tel: (670) 235-7322/23 or 7315 • Fax: (670) 235-7550

Website: <http://www.cnmilib.org> • Email: [cnmistatelibrary@gmail.com](mailto:cnmistatelibrary@gmail.com)



### JOETEN-KIYU PUBLIC LIBRARY ADULT VOLUNTEER APPLICATION

Thank you for your interest in volunteering for the Joeten-Kiyu Public Library. Please complete this application and submit it to a library staff member. **After evaluation of the application, qualified Applicants will be contacted by the Volunteer Coordinator for an interview.**

For library use only  
Recd: \_\_\_\_\_ Init: \_\_\_\_\_  
Contacted: \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
EMAIL \_\_\_\_\_  
Emergency Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Telephone # \_\_\_\_\_ Work/Cell #: \_\_\_\_\_

Do you have a library card?  YES  NO  
What is your availability for volunteering (days and hours)? \_\_\_\_\_  
How many hours per week or months can you commit to volunteering? \_\_\_\_\_

#### OCCUPATION AND/OR EDUCATION

Circle highest grade completed: **9 10 11 12** College/Graduate (degrees completed): \_\_\_\_\_  
Current and/or former Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

#### REFERENCE INFORMATION

Please provide a reference:  Personal  Professional Name (First, Last): \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Referring Agency: \_\_\_\_\_

- RESUME: Please submit your updated resume.** \_\_\_\_\_
- BACKGROUND CHECK: Please provide a copy of your CNMI police clearance.** \_\_\_\_\_

#### VOLUNTEER INTEREST:

- |  |  |
|--|--|
| <input type="checkbox"/> Adult Instructor _____                  | <input type="checkbox"/> Community Gardener        |
| <input type="checkbox"/> Information Technology Ctr. Aide        | <input type="checkbox"/> Shelver/Shelf Reader      |
| <input type="checkbox"/> Duster/Sanitizer                        | <input type="checkbox"/> Motherread/Fatheread CNMI |
| <input type="checkbox"/> Friends of the JKPL Book Sale Assistant | <input type="checkbox"/> Visual Specialist Aide    |
| <input type="checkbox"/> Homework Help _____                     | <input type="checkbox"/> Photographer              |

3) What languages besides English do you speak? \_\_\_\_\_  
4) Have you ever applied to volunteer at the Joeten-Kiyu Public Library before? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, when? \_\_\_\_\_



# JOETEN-KIYU PUBLIC LIBRARY

## CNMI STATE LIBRARY

P.O. Box 501092 CK, Insatto Street, Susupe, Saipan, MP 96950

Tel: (670) 235-7322/23 or 7315 • Fax: (670) 235-7550

Website: <http://www.cnmilib.org> • Email: [cnmistatelibrary@gmail.com](mailto:cnmistatelibrary@gmail.com)



1) Please *describe* any experience you have related to the volunteer interest you selected and/or working in a library setting

---

---

---

---

---

2) State *why* you would like to volunteer at the library.

---

---

---

---

---

**Agreement:** I have read the job descriptions and will do the tasks listed on the volunteer positions I have checked. I will commit to the attendance of Volunteer Orientation/Training and commit myself to no less than three months volunteer work or a total of at least 24 hours within those 3 months. To regard my assignment as a serious commitment, respect confidentiality, and abide by the policies of the Joeten-Kiyu Public Library. I also agree to maintain communication with the assigned Librarian regarding my assignment and request clarification when necessary.

**Photo Release:** I hereby grant permission to Joeten-Kiyu Public Library (JKPL) to use photographs and/or videos of me taken by JKPL for use in publications, news releases, online, and in other communications related to the mission of Joeten-Kiyu Public Library.

**Indemnify, Defend, Hold Harmless:** As part of my participation, I hereby release and forever discharge and agree to indemnify and hold harmless Joeten-Kiyu Public Library (JKPL), its branch libraries (Bookmobile, Fernando M. Benavente Memorial Library, ACA Memorial Library (Rota), Tinian Public Library), the CNMI Government, its successors, employees and assigns, from any and all injury or loss and all liability for injury or loss to persons or property which occur on the JKPL Premises or which arise out of or in connection with any activities in/related to JKPL. I also agree to defend JKPL, the CNMI Government, its successors, employees and assigns, from and against any claim, demand or lawsuit with respect to the subject of the indemnity contained herein, whether or not such claims, demands or actions are rightfully or wrongfully brought or filed and against all costs incurred by the JKPL, the CNMI Government, its successors, employees and assigns therein. In case a claim should be brought or an action filed with respect to the subject of indemnity herein, I further agree the JKPL, the CNMI Government, its successor's employees and assigns may employ attorneys of their own selection to appear and defend the claim or action on their behalf at my expense. I am aware that my participation as a volunteer for the Joeten-Kiyu Public Library is strictly volunteer, and I hereby agree to indemnify and hold harmless the Joeten-Kiyu Public Library, its employees, and community partners from any liability or claim or action for damages resulting from, or in any way arising out of my participation in the Volunteer Program.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date



# JOETEN-KIYU PUBLIC LIBRARY

## CNMI STATE LIBRARY

P.O. Box 501092 CK, Insatto Street, Susupe, Saipan, MP 96950  
Tel: (670) 235-7322/23 or 7315 • Fax: (670) 235-7550  
Website: <http://www.cnmilib.org> • Email: [cnmistatelibrary@gmail.com](mailto:cnmistatelibrary@gmail.com)



### VOLUNTEER ASSIGNMENT DESCRIPTIONS

**Adult Instructor-** Share your love of reading and learn new skills. You will meet one-on-one with an adult learner. Meet great people from different cultures and places. Face challenges and learn how to overcome them. Develop (or grow!) a passion for learning and teaching others. Create real and meaningful change in your own community. Gain great experience that can be applied in multiple job fields. **Flexibility, patience, and sensitivity are critical!**

**Information Technology Ctr. Aide** - Assists patrons in our Computer Center with a variety of computer-related tasks including, but not limited to, one-on-one computer instruction, technical troubleshooting, and help with printer operation. Would also assist patrons in reserving and logging onto computer terminals. Should have proficient knowledge in computers and should enjoy working with the public.

**Duster/Sanitizer-** Responsible for dusting and maintaining the overall order and appearance of Library shelves. Responsible for sanitizing books and library items following JKPL policies and procedures for Covid-19.

**Friends of the JKPL Book Sale Assistant** – volunteers at the desk for the Friends of the JKPL during regularly assigned shifts. Sells used books and library items at the JKPL, with profits benefiting the library's programs and materials budget. Friends of JKPL will train and schedule shifts for all bookstore volunteers.

**Homework Help-** Each session will vary slightly depending on the students' needs. You will be working with Teen or Adult Students. Some of the activities might be—assisting with homework through tough assignments, learning how to apply new skills through structured skill practice, developing better study habits and positive attitudes that can inspire greater success at homework time (and in the classroom) every day.

**Community Gardener:** Assists in maintaining the beauty of plants, outdoor grounds, and trees on JKPL grounds and the Community Garden. Perform a limited range of general maintenance tasks including designing, producing, renewing and preserving outside spaces

**Shelver/Shelf Reading-** Shelves Library materials and does shelf-reading (making sure that items are in proper alphabetical or numerical order) in order to ensure that materials are where they belong. Also straightens shelves so books look neat and appealing to patrons.

**Motheread/Fatheread CNMI:** Assists JKPL's Program partner the Northern Marianas Humanities Council's Motheread/Fatheread CNMI program with social media posts, inventory, organizing, and event prep. Contact [read.cnmi@gmail.com](mailto:read.cnmi@gmail.com) or Asst. Coordinator Celina Foreman at (670) 235-7322.

**Visual Specialist Aide:** Responsible in creating attractive visual displays at the JKPL and branch libraries.

**Photographer:** Capture JKPL events.