



VOLUNTEER OPPORTUNITY

Librarian Volunteer.

Frog Hollow Neighbourhood House is a community service organization serving the Hastings-Sunrise community. **We are looking for book lovers who are interested in supporting our small library (P'ipam Lelum Library) dedicated to amplifying BIPOC (Black, Indigenous and People of Color) authors.**

As part of our team, you will play a crucial role in maintaining the library's collection, ensuring our resources remain accessible and organized for all visitors.

Position: Librarian Volunteer

Hours: We are flexible! On average, **1 hour per week** is suggested.

Timeline: Application opens NOW!

Orientation – First Friday of every month via zoom

Locations: In-person at 2690 Grant St. P'ipam Lelum – Clinton Park Fieldhouse

Duties and Responsibilities:

- Assist in organizing, shelving, and cataloging books
- Keep track of the library's inventory, including checking books in and out, updating records, and ensuring correct inventory counts
- Send friendly email reminders to borrowers when their loan periods are nearing completion, encouraging timely returns and helping to maintain the circulation of our collection
- Engage with library visitors, fostering a welcoming and inclusive environment

Benefits for applicants:

- You get to read all the books in the collection of our library!
- Make a tangible difference in our community by championing BIPOC authors and fostering a culture of inclusivity and belonging through literature.
- Opportunity to gain valuable experience in the non-profit sector and contribute to meaningful causes
- Build your portfolio with impactful and inspiring work
- Explore a career related to librarians.
- Networking opportunities with like-minded individuals
- Fulfill graduation requirements; reference letter may be available

Training & support provided:

- Volunteer Orientation training from *Volunteer Coordinator* and *Communications Coordinator*
- Monthly meetings to debrief and give feedback to *Communications Coordinator*

Who might be suitable for this position:

- You love reading books and passionate about promoting diverse voices and perspectives in literature. An intention to champion BIPOC authors and advocate their works is essential.
- You have good organizational skills to maintain order and keep track of library materials.
- Enjoy paying attention to details.
- Passion for social issues and desire to make a positive impact in your community
- Good communication skills: enjoy interacting with library visitors, providing recommendations. Being approachable, friendly, and responsive.
- Bonus: knowledge of or familiar with BIPOC literature

If you are interested in this opportunity, please send your resume and brief cover letter highlighting your experience and motivation to volunteer at Frog Hollow. We look forward to hearing from you!

Please apply by email to volunteer@froghollow.bc.ca

Frog Hollow Neighbourhood House,
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Thank you for your interest