

Preschool Outreach Project

Buncombe County Public Libraries 67 Haywood Street Asheville NC 28801

Dear Applicant,

Thank you for your interest in becoming a part of a group of volunteers with a fulfilling and important job: sharing books with children.

The attached one-page application should go to the POP office at the **Pack Memorial Library, 67 Haywood Street, Asheville, 28801**. You may mail it or hand it to the librarian at your local branch and it will be delivered to me.

All read-aloud volunteers are required to attend a training workshop. When I receive your application, I will contact you to set up your training time.

What to expect when you reply:

- I will call you when I receive your application.
- Before the workshop, I will send you a confirmation letter with more information about the training session.

Contact me at (828) 250-4729 or abby.moser@buncombecounty.org if you have any questions, or just want to talk about the project.

I look forward to getting to know you!

Abby Moser
Director, Preschool Outreach Project

Volunteer Job Description: Read-aloud Volunteer

Volunteers will visit day care classrooms at least twice each month to conduct storytime programs for preschool children. Storytime programs may include reading aloud from picture books, songs, finger plays, and other age-appropriate activities. Read-aloud books and other materials will be provided by the Preschool Outreach Project.

Training:

- ◆ No experience or special talents are required. Training will be provided.

Requirements:

- ◆ A love of books and a commitment to the importance of reading aloud
- ◆ An appreciation of young children and their needs
- ◆ A sense of playfulness, patience, and flexibility
- ◆ Respect for cultural diversity
- ◆ Willingness to cooperate with child care providers, other volunteers, and library staff
- ◆ Ability to read fluently in English to groups of 10 or more children
- ◆ Attendance at a training session prior to placement
- ◆ Ability to provide your own transportation
- ◆ Willingness to submit to a criminal records check as required for volunteers working with young children

Time Commitments:

- ◆ A minimum nine-month commitment is required, with a one-year commitment preferred
- ◆ Training will take approximately 3 hours
- ◆ On-going commitment of 4-5 hours per month, including travel time, preparation, & actual reading aloud

All library volunteers who work with children are required to submit to a criminal records check.

Preschool Outreach Project Volunteer Application

Name: _____

Address: _____

Telephone: Preferred _____ Other _____

Email: _____

Tell us a little about yourself: experience with preschoolers, special talents or interests to share, ability in other languages, why you want to read aloud to children, etc.

What part of the county is most convenient for you? _____

Most story times take place on weekday mornings. Do you need another time? yes

We ask you to visit your center twice a month, and to stay on for nine months.

I will make a nine month's commitment to the project

SIGNATURE: _____ **Date:** _____

In case of emergency, notify:

Name: _____ **Telephone:** _____

Address: _____ **Relationship:** _____

Physician: _____



City-County Bureau of Identification

20 Davidson Drive
Asheville, North Carolina 28801



Phone 828-250-4664 *Fax 828-250-6047

City-County ID – Centralized Data Entry

RECORD CHECK REQUEST / BUNCOMBE COUNTY

REQUEST FOR RECORD CHECK ON THE FOLLOWING INDIVIDUAL:

NAME: _____
(Last) (First) (Middle) (Suffix)

DATE OF BIRTH: _____
(Month) / (Day) / (Year)

ADDITIONAL INFORMATION: _____
Race Sex Social Security #

THE INFORMATION LISTED BELOW IS NOT REQUIRED TO OBTAIN A RECORD CHECK

SIGNATURE OF PERSON REQUESTING INFORMATION

ADDRESS

AGENCY REQUESTING INFORMATION

NOTE: FROM THIS DATE, THE RECORD WILL REFLECT THE PAST SEVEN (7) YEARS ON MISDEMEANOR AND TRAFFIC OFFENSES AND THE PAST TWENTY (20) YEARS ON FELONY OFFENSES. ANY OTHER PERIOD WILL HAVE TO BE REQUESTED.

THE COUNTY OF BUNCOMBE DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, OR DISABILITY IN THE ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN ITS PROGRAMS OR ACTIVITIES.