Riverside Library Volunteer Orientation

Fictional sample · Accessibility test deck

Built to check what SlidesMate's exports keep: titles, lists, a table, notes

Your first shift

- Sign in at the front desk and collect your badge
- Shadow a shift lead for the first hour
- Take a 15-minute break at the halfway point
- Sign out and log your hours before you leave

Weekly shift schedule

DAY	TIME	LOCATION
Monday	10:00 to 13:00	Front desk
Wednesday	14:00 to 17:00	Sorting room
Saturday	09:00 to 12:00	Children's corner

Two roles to choose from

Front desk

Greet visitors, answer directions questions and help people find the accessible entrance and lift.

Book sorting

Check in returns, sort them by section and reshelve. Mostly standing; seated sorting stations are available.

Who to ask for help

- Shift lead: anything during your shift
- Volunteer coordinator: schedule changes
- Front desk phone: lost items
- Building manager: lift or door problems

“

Every returned book on the right shelf is one less person who leaves without what they came for.

—

Fictional shift lead

Riverside Library

Thank you for volunteering

Questions? Ask your shift lead or the volunteer coordinator