

Idea Exchange welcomes community members to be part of our team in a variety of volunteer capacities. For adults assignments include tasks like assisting with special event delivery, supporting community programming such as the Visiting Library Service and Visiting Library Service for Kids and helping during children's programs. We also have several volunteer led committees and book clubs, and, a small number of traditional library volunteering tasks like shelf reading or assisting with circulation or material processing tasks.

Why volunteer at Idea Exchange?

- When you volunteer at Idea Exchange you are contributing to projects, programs and events that encourage innovation, community connection and shared learning opportunities.
- After a welcome interview and orientation session, you will be part of the team for as long as you choose! Get 10 hours, get 400, it's up to you!
- Our online volunteer management system VicNet lets you log in from home, browse for exciting opportunities and book the ones that work for you.
- Our exciting volunteer assignments are constantly changing, so there is lots of opportunities to try new things and meet new people.
- Volunteer at any Idea Exchange location – or stick to just one.

How to become a member of our Volunteer Team:

- 1) Fill in an online application form by visiting the volunteer page on our website. If you are uncomfortable using an online application, a paper form can be requested at any Idea Exchange location.
- 2) Watch for the quarterly volunteer interviews. You will be invited to sign up for an appointment via email. Interviews are held in February/May/August and November.
- 3) Schedule and attend a volunteer interview. At this time you will meet personally with the volunteer coordinator to discover which of our volunteer opportunities may be appropriate and interesting for you. Please note: not all positions are appropriate for all volunteers or available at all locations. Placements are made at the discretion of the volunteer coordinator.
- 4) Attend a mandatory volunteer orientation session. This orientation ensure you are comfortable and prepared to get started as an Idea Exchange volunteer.
- 5) Begin to sign up for volunteer placements, events and positions. Once you've been added to our team and cleared for volunteering it's all in your hands. You can sign up for volunteer openings as they suit you.

We appreciate your interest in volunteering at Idea Exchange and thank you for your enthusiasm for what we do. Due to the high volume of volunteer applications we receive we are not able to welcome everyone in who does apply.