

**VOLUNTEER APPLICATION**  
**IRISH CULTURAL CENTER AND McCLELLAND LIBRARY**

Volunteers are essential to the success of the Center and Library.  
Your decision to volunteer is very much appreciated!

Please print clearly:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Emergency Contact/Relationship/Phone: \_\_\_\_\_

**Volunteer or Work Experience (circle what you have experience in)**

- Public Services: tours, cash handling, answering phones, public speaking (don't worry if you do not have), handling general inquiries
- Genealogy and family history: Researching Your Family, Researching Someone Else's Family, Websites/Databases (please list ones you have used here)
- IT, computers, media, AV, data entry, Word, Excel, Email, Searching Databases
- Professional processing and handling of Museum Exhibits or Institutionally-held Archival Collections
- Office, clerical, bookkeeping, inventory, retail
- Professional Library Experience: Please list what you have done professionally in libraries or related organizations:
- Special areas: \_\_\_\_\_

1. Please briefly describe your experience in working with the public. If you have any library experience, please elaborate here.

2. Briefly describe any previous volunteer or work experience that would relate to Library or Cultural Center Program Areas.

3. What knowledge or interest do you have of Irish history, culture, music, literature, and language? (This is not a requirement but would be helpful.)

4. Do you have experience in genealogical research? Are you familiar with Irish genealogical research?

**Volunteer Opportunities at the Irish Cultural Center and McClelland Library (Please tick your interests) Volunteer positions will be determined by staff based on volunteer skills and the Organization's needs.**

Physical plan and daily operations

- Docent (greeter and tour guide)
- Clerical work
- General maintenance

Event planning support

- Events support & planning committee (requires attendance at meetings & events)
- Bartending (requires licensing)
- Security, gate monitoring, and parking regulation
- Special events setup/teardown
- Sound system setup and operation
- Stage management
- Academy and event registration (requires computer literacy)

Communications and Fundraising Support

- Publicity and promotion
- Copywriting, copyediting, and proofreading
- Marketing, including direct mail and print marketing
- Financial giving and fundraising
- Membership recruitment and retention
- Cultural Outreach/Speakers Bureau on Center-designated topics (requires self-transportation)

Library

- Assisting library patrons

- Please describe any physical limitations or preferred duties:

**Availability: Which days of the week and how often would you be available?**

	<u>Weekly</u>	<u>2x Month</u>	<u>Occasional</u>	<u>Summer</u>
Tuesday (10am-3pm)				
Wednesday (10am-3pm)				
Thursday (10am-3pm)				
Friday (10am-3pm)				
Saturday (10am-3pm)				
Special events (evenings/weekends)				

NOTE: A training program is required for all volunteers; various times for this training will be offered. Additional training for the various special areas of work will be done in smaller groups. Please expect cross-training in a few areas. All volunteers will be expected to commit to a regular volunteer schedule at least 6 months each year, more than that would be appreciated.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Thank you for supporting the Irish Cultural Center & McClelland Library***

*Please complete this application and bring it with you on the day of your volunteer orientation!*

Irish Cultural Center and McClelland  
Library 1106 N. Central Ave.  
Phoenix, AZ 85004

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[www.azirish.org](http://www.azirish.org)