



# Volunteer Position Description

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**POSITION TITLE:** Book Nook Sorter Volunteer

**DIVISION:** Friends of Williamsburg Regional Library Foundation

**SUPERVISOR:** Book Nook Volunteer Coordinator

**LENGTH OF COMMITMENT:** Preference for 1 year minimum.

**TIME INVOLVEMENT:** Scheduled to work a regular schedule.

**POSITION SUMMARY:** Help with the restocking, arranging, and maintenance of the Friends of Williamsburg Regional Library Book Nooks at the Williamsburg Library and James City County Library. A volunteer will work at one location, either at the Williamsburg or the James City County Library. Some positions will be for substitute sorters who can "fill in" as needed.

**MAJOR RESPONSIBILITIES:** Sort through materials to determine proper disposition of them. Move books and magazines on carts from storage areas to Friends Book Nook shelves. Remove older titles as directed by Book Nook volunteer supervisor.

**PHYSICAL REQUIREMENTS:** Ability to lift 10 pounds and transport donated materials on carts. Must be able to work in an environment in which exposure to materials containing dust and mold is possible.

**QUALIFICATIONS:** Ability and willingness to understand and carry out oral and written instructions efficiently. Ability to maintain good work habits, work under minimal supervision, follow through on numerous details and meet deadlines. Ability to work well with other volunteers, library employees, and library users.

**SPECIAL REQUIREMENTS:** Minimum age 16 unless approved by Book Nook Volunteer supervisor. Member in good standing of the Friends of Williamsburg Regional Library Foundation. Book Nook volunteers may not have conflicts of interest.