



# Volunteer Position Description

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**POSITION TITLE:** Class Requirement/Honor Society Volunteer

**DIVISION:** Youth Services

**SUPERVISOR:** Youth Services Volunteer Coordinator

**LENGTH OF COMMITMENT:** 4 to 6 months

**TIME INVOLVEMENT:** Varying schedule of mornings, afternoons, evenings; weekdays and weekends. .

**POSITION SUMMARY:** Assists the Youth Services Director and the Youth Services Staff with a variety of Youth Services tasks and programs. The purpose of the tasks are to help maintain the collection so that staff and patrons can easily locate and identify materials.

**MAJOR RESPONSIBILITIES:** Shelf reading and shelf shifting; re-shelving and/or relocating library materials to their proper locations; cleaning of books and searching for specific books from library generated lists (a.k.a. trace lists or transit holds).

**PHYSICAL REQUIREMENTS:** Administers work with regular walking, bending, light to medium lifting and other limited physical activities. Regular contact is made with other volunteers, employees and library patrons.

**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, employees, children and young adults. Ability to lift 25 pounds and push loaded books carts. Willingness to undergo training. Volunteers may not have conflicts of interest.

**SPECIAL REQUIREMENTS:** Must have completed 7<sup>th</sup> grade (unless approved by Youth Services Volunteer Coordinator). Parent/Guardian signature required on volunteer application.