



Volunteer Position Description

POSITION TITLE: Materials Processing Volunteer

DIVISION: Technical Services

SUPERVISOR: Technical Services Assistant

LENGTH OF COMMITMENT: Six months (preferable)

TIME INVOLVEMENT: Variable.

POSITION SUMMARY:

Volunteer helps process materials to be added to the library collection. All materials are processed at the James City County Library.

MAJOR RESPONSIBILITIES:

Covers books and applies tape as needed; Applies correct stamps, acquisition dates and color codes; Checks to make sure that all reference materials have reference stickers.

QUALIFICATIONS:

The ability to follow directions and be thorough. The ability to learn skills of covering books in a professional manner. The ability to work independently. Willingness to undergo training. Volunteers may not have conflicts of interest.

SPECIAL REQUIREMENTS:

Position involves bending, reaching, lifting up to 25 pounds. Ability to stand or sit for long periods of time. Minimum age 16 (unless approved by supervisor).