Volunteer Position Description

POSITION TITLE: Seed Exchange Volunteer — James City County Library

DIVISION: Circulation Services

SUPERVISOR: Seed Exchange Coordinator

LENGTH OF COMMITMENT: Preference for 6 months minimum.

TIME INVOLVEMENT: Scheduled to work approximately 2-3 hours each week.

POSITION SUMMARY: Assists with maintaining the Seed Library at the James City County Library by packing seed packets, restocking the cart, and ensuring the orderly appearance of Seed Exchange area as needed.

MAJOR RESPONSIBILITIES: Sorts and packs seed packets. Organizes, restocks, and tidies the Seed Exchange cart as needed.

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 users.

QUALIFICATIONS: Ability to work well with other volunteers, library employees, and library users. Volunteers may not have conflicts of interest.

SPECIAL REQUIREMENTS: Knowledge of seeds, gardening, and growing preferred but not required. Volunteers must have completed the eighth grade. Parent/Guardian signature required on volunteer application for volunteers under the age of 18. Background checks may be required for adult volunteers in accordance with James City County procedures.