Volunteer Task Description

Interested in helping with general tasks that help make the library run smoother? Learn the “behind the scenes” when you apply for a position as a Circulation Assistant.

DESCRIPTION:
- Puts book carts in order
- Empties return bins or boxes
- Looks for listed items
- Shelves items on request
- Shelves-reads
- Cuts recycling into scratch paper
- Cleans computer monitors and keyboards
- Dusts shelves

QUALIFICATIONS:
- Ability to follow directions
- Ability to cut scratch paper
- Ability to bend and stretch to reach shelves and work areas (walls, counter tops, table tops)
- Ability to push carts weighing up to 200#

TRAINING:
Training will be provided by supervisor. Please call your supervisor if you cannot make your scheduled time.

TIME COMMITMENT:
Library’s choice but request minimum of 2-4 hours per week

AGE REQUIREMENT:
13 years or older

CONTACT:
Contact the library’s Volunteer Supervisor at your preferred branch library or the Volunteer Coordinator at 651.486.2239.