

Circulation Assistant

Circulation assistants help with daily tasks behind the scenes.

DESCRIPTION:	<ul style="list-style-type: none">Puts book carts in orderEmpties return bins or boxesLooks for listed itemsShelves items on requestShelf-readsCuts recycling into scratch paperCleans computer monitors and keyboardsDusts shelves
QUALIFICATIONS:	<ul style="list-style-type: none">Ability to follow directionsAbility to cut scratch paperAbility to bend and stretch to reach shelves and work areas (counter and table tops)Ability to push carts weighing up to 200#
TRAINING:	<p>Training will be provided by supervisor. Please call your supervisor if you cannot make your scheduled time</p>
TIME COMMITMENT:	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 651-724-6171