

## Circulation Assistant

*Circulation assistants help with daily tasks behind the scenes.*

**DESCRIPTION:**

Puts book carts in order  
Empties return bins or boxes  
Looks for listed items  
Shelves items on request  
Shelf-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 (counter and 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:**

Minimum of 2-4 hours per week

**AGE REQUIREMENT:**

14 years or older

**CONTACT:**

Contact a Volunteer Coordinator at your  
preferred branch or the Systemwide  
Volunteer Coordinator at 651-724-6156 or  
[beth.porter@co.ramsey.mn.us](mailto:beth.porter@co.ramsey.mn.us)