

# Campbell County Public Library Volunteer Job Description

**Volunteer Title/Position:** Volunteer Library Assistant

**Goal of Position:** Assist the Library staff in keeping the library materials organized and clean.

## **Duties/Responsibilities**

1. Stocking book sale table, tax forms in season, copier and fax machine.
2. Organizing periodicals and file minutes in public notebooks
3. Shelve books
4. Clean books, mend labels, identify books without a barcode and read sections of books for correct placement within the section.
5. Put away videos, DVDs and paper back materials
6. Change seasonal decorations
7. Miscellaneous duties as may be assigned

**Time commitment:** 1 to 2 hours per week.

**Qualifications:** Have average reading skills; good judgment, ability to work independently with minimal supervision; ability to understand and follow simple directions; ability to work safely with copy machine and book cleaning agents.

**Training:** 1 – 2 hours training in library policies and proper procedures for cleaning and shelving books.

**Importance of job to the library:** A volunteer is needed to assist the library staff in keeping library materials in order, clean, and easy to locate.

**Supervised by:** Branch Manager