



Bexley Public Library

## Adult Volunteer Position Description

<b>Title</b>	Adult Volunteer
<b>Location</b>	Material Assistance, Programming, Local History
<b>Immediate Supervisor</b>	Public Service Lead

### PURPOSE OF THIS POSITION

Volunteers at Bexley Public Library support the library's mission by providing support to the staff in various areas of the library as assigned.

### RESPONSIBILITIES *(as assigned)*

- Help the Public Service staff by pulling library materials to fulfill patron hold requests
- Provide programming support by helping with set up and tear down for various library events
- Digitize documents for BPL's Local History collection

### REQUIREMENTS

- Ability to work independently
- Ability to interact with the public in a way that is respectful and reflects well on the library organization
- Ability to adapt to changing organization and set-up in the library
- Physical strength necessary to transport materials and push/pull carts
- Ability to stand for extended periods of time
- Ability to stand on step stool while removing or replacing materials on shelves
- Ability to squat while removing or replacing materials on shelves
- Ability to read shelf labels

### TIME INVOLVEMENT

Flexible; typical shifts are 1-3 hours

### TRAINING

Volunteers will receive a library tour and orientation with the Public Service Lead and will be trained in position responsibilities by the staff with which they will be working (ex. Public Services, Local History, Adult Services, Event Staff).